

ADDRESS ALL APPLICATION TO:

ISAAC T. BANGCAYA

BAC Chairman
Bids and Awards Committee
Department of Agriculture RFO XII
Brgy. Carpenter Hill, Koronadal City

SUBMIT APPLICATION TO:

PRDP Admin Unit
Department of Agriculture RFO XII
Brgy. Carpenter Hill, Koronadal City
Tel No. 228 3412

Period of Application : October 10, 2018 to October 19, 2018

Note:

- Applicants will be notified for the date of interview thru a text message
- Please submit Application letter with 2x2 picture, Comprehensive CV, Diploma/ Certified True Copy of School Transcript of Records, TESDA Certificate if any, Personal Data Sheet and Photocopy of Eligibility to the address above.
- Kindly indicate the position that the applicants are applying for as the subject.

Job Title	:	PROJECT DEVELOPMENT ASSOCIATE- ECONOMIST
Official Station	:	Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities	:	He/She shall report directly to the RPCO Project Director
Job Type	:	Contract of Service
Monthly Salary	:	Php 30, 000.00

Scope of Work

- Review of the Financial and Economic Analysis of the various feasibility studies/business plan proposals submitted under PRDP;
- Conduct primary research, data collection and analysis and literature reviews;
- Prepare databases and data sets and carry out analysis of the same;
- Arranges meetings and activities by developing itineraries and agenda and ensures the participation of expected participants;
- Prepares/drafts communications, letters and correspondences;
- Manages and records all incoming and outgoing communications of the immediate supervisor as well as to maintain/update documents tracking slips and ensures timely responses on subject matter;
- Keeps confidential and sensitive documents;
- Acts as primary contact person between the components/units of PRDP;
- Provides information and assistance to concerned RPCO's and stakeholders on the updates and statuses of project implementation;
- Provides assistance to other component staff in preparing administrative reports; and
- Deliver results within tight deadlines and in response to specific client requests; and

Expected Outputs:

- Monthly summary of conducted review of Economic and Financial Analysis of the various feasibility study/business plan proposals under PRDP;
- Conduct of Financial and Economic Analysis training; and
- Conduct technical validation in the field and other related activities if necessary.

Qualifications:

- At least a Bachelor's Degree in Economics, Agri-Economics, or a closely related field;
- Must have relevant professional experience preferably in development projects, policy and governance. More experienced applicants are welcome to apply.
- Must have at least three (3) years work experience in a foreign assisted project

In addition, the applicant should have:

- Knowledge in developing economic models and analytical methods and tools;
- Knowledge and experience in data collection and data analysis;
- A background in research;
- Computer skills and proficient in Microsoft applications especially in Microsoft Excel;
- Experience in administrative and technical works will be an added advantage;

- Work well both independently with minimal management direction and with a team;
- Good network of academic and professional contacts;
- Able and willing to travel as deemed necessary; and
- Familiarity with the PRDP system will be an asset.

Job Title	:	PROJECT DEVELOPMENT ASSOCIATE- IBUILD
Official Station	:	Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities	:	He/She shall report directly to the RPCO Project Director
Job Type	:	Contract of Service
Monthly Salary	:	Php 30, 000.00

Specifically, the tasks of the Project Development Associate (PDA) will include but not limited to:

- Together with the other RPCO I-Build team members, he or she will provide assistance in the delivery of the overall expected output of the component in consonance to the overall project's output by facilitating the provision of the needed administrative and logistical support in carrying out the various tasks of members of the team;
- In consultation with the Rural Infra Engineers of the component, she/he will prepare the annual plan for the needed supplies and materials of the component for approval of the I-Build Head. She / He will see to it that all required supplies and materials are readily available when needed;
- Facilitate the needed timely support to all I-Build manpower particularly the preparation of travel orders, vehicle requests and other work related concerns;
- In coordination with components, she/he shall facilitate the canvassing of venues for trainings, meetings and workshops and the needed supplies and materials in the conduct of varied activities of the component;
- Facilitate the establishment of a systematic filing system of the component;
- Assist the RIEs and I-Build Head in updating the data bank of the component for ease in retrieving information and data that is critically needed in project implementation;
- Assist the I-Build in the preparation of regular updated reports needed by the component head and other PRDP components;
- Maintain a daily journal of activities of the component to record the daily major events of the component;
- Assist in the conduct of various capacity building activities; workshops and meetings; and,
- Perform other tasks as deemed necessary in relation to the component's deliverables and/or as required by the program management.

Expected Outputs:

- Assisted the establishment of a systematic filing system that is crucial in the operation of the project within its project life;
- Overall support to the needs of the project manpower is ably provided. Timely reports are provided to the Head of the Component for appropriate and timely interventions.
- Assists the I-BUILD COMPONENT Unit in the proper filing of documents;
- Records all incoming and outgoing documents;
- Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel documents, liquidation of cash advances for office supplies, etc.) for the Unit;
- Encoding of documents and reports;
- Facilitate the Unit in program trainings; and
- Performs other task as maybe assigned by the Unit Head.

REQUIRED QUALIFICATIONS (Education, Experience, Knowledge, Skills and Abilities)

Qualification/Education:

- The PDA shall be a graduate of any Engineering Degrees or any related courses.
- Must be a licensed Civil Engineer

Experience:

- Minimum of Three (3) years working experience in performing similar and related works. At least 1 year working with foreign assisted projects.

Knowledge/Skills/Abilities:

- Proficient in written and oral communications;
- Computer literate with high proficiency in MS word, excel, and power point;
- Proven organizational skills and ability to manage multiple tasks simultaneously;
- Can work independently and result oriented.

Job Title	:	CHAUFFEUR (DRIVER/MECHANIC)
Official Station	:	Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities	:	He/She shall report directly to the Administrative Unit Head
Job Type	:	Contract of Service
Monthly Salary	:	Php 24,000.00

Scope of Work

Specifically, the tasks of the **Chauffeur (Driver/Mechanic)** will include but not limited to the following:

- Transports the RPCO Regional Director and RPCO staff to various official destinations attending to official businesses;
- Monitors the status and condition of the vehicle under his responsibility and initiates necessary requests for required maintenance and repair;
- Cleans the vehicle regularly;
- Secures the vehicles in safe premises whenever it is not in use;
- Submits monthly fuel consumption report for the assigned vehicle;
- Ensures that the assigned vehicle is always in running condition to accommodate official engagements of the Project;
- Facilitates minor repair works during weekends in order not to hamper the scheduled travels on weekdays;
- Submits filled-up and signed trip tickets after each travel;
- Maintains a record of all undertaken trips including the records of fuel consumption and materials used in the operation and maintenance of the vehicle; and,
- Performs minor engine/electric troubleshooting.

Qualifications:

Education:

- Preferably a graduate of Automotive/Diesel Mechanic or any related course;
- Preferably has National Certificate (NC II) -TESDA; and,
- Has valid Professional Driver's License.

Experience:

- Minimum of five (5) years of relevant experience; and,
- Preferably has an experience working with Foreign Assisted Projects (PAFs).

Knowledge, Skills, and Abilities:

- Knowledge in safe driving principles and practices;
- Familiarity of places in Mindanao is an advantage;
- Knowledge and experience in administrative works; and,
- Ability to work independently and with a team.