



Bid Notice Abstract

Request for Expression of Interest

Reference Number 4223021
Procuring Entity DEPARTMENT OF AGRICULTURE & FISHERIES - ARMM
Title REQUEST FOR EXPRESSIONS OF INTEREST TWO (2) FINANCE ANALYST I
Area of Delivery Cotabato

Solicitation Number:	PRDP RPCO-ARMM 2016-11-09	Status	Active
Trade Agreement:	WB Guidelines on the use of Consultants	Associated Components	1
Procurement Mode:	Shopping	Bid Supplements	0
Classification:	Consulting Services	Document Request List	0
Category:	Consulting Services	Date Published	29-Nov-2016
Estimated Budget for the Contract:	PHP 210,000.00	Last Updated / Time	29-Nov-2016 00:00 AM
Delivery Period:	6 Month/s	Closing Date / Time	06-Dec-2016 10:00 AM
Client Agency:			
Contact Person:	Noraisa Guiama Sangki Administrative Aide IV ARMM Compound, Cotabato City Sultan Kudarat Maguindanao Philippines 9600 63-64-4211234 63-64-4211234 raisasangki22@gmail.com		

Description

Republic of the Philippines
 Autonomous Region in Muslim Mindanao
 DEPARTMENT OF AGRICULTURE
 PHILIPPINE RURAL DEVELOPMENT PROJECT
 Regional Project Coordination Office
 ORG Compound, Cotabato City
 Tel. No. (064) 552-0438; Tel Fax No. (064) 421-1234

REQUEST FOR EXPRESSIONS OF INTEREST
 TWO (2) FINANCE ANALYST I

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP) 'and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of Two (2) FINANCE ANALYST I.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information

and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

Scope of Work

Two (2) Finance Analysts I

The Finance Analyst will provide services, inputs, and support to the Project's implementation and capacity – strengthening activities for the PRDP. He/She will be stationed in the Regional Project Coordinating Office (RPCO) based in Cotabato City. He/She will be directly under the supervision of the Finance Unit Head who will likewise be reporting to the Regional Project Director in close coordination with the Deputy Project Director.

Specifically, the tasks of the Finance Analyst will include but not limited to the following:

- Prepares monthly Statement of Expenditures (SOE) for analysis and basis for the preparation of Interim Financial Report (IFR);
- Prepares IFR with corresponding schedules for submission to PSO;
- Maintains the books of accounts of the Project and prepares financial statements (monthly, quarterly and annually);
- Analyzes, reviews and processes financial transactions and other relevant supporting documents to determine the completeness of requirements;
- Prepares Journal Entry Vouchers (JEV) and records financial transactions in the Special and General Journals;
- Maintains and updates the General and Subsidiary Ledgers;
- Maintains record for the utilization of Notice of Cash Allocation (NCA);
- Monitors and maintain records of liquidations of the funds transferred to RPCOs & LGUs;

- Analyzes and reviews banks statement and prepares monthly bank reconciliation statements for all sources of funds;
- Prepares withholding tax certificates and prepares monthly remittance of tax to the Bureau of Internal Revenue (BIR);
- Prepares annual summary of tax remittances or Alpha Lists;
- Assists in the targeting of disbursement of PRDP- RPCO-ARMM and ensures that the disbursement targets are attained/ followed and revises an update, if necessary;
- Prepares and consolidates the annual financial report of PRDP-RPCO ARMM; and,
- Perform other tasks as deemed necessary in relation to the component's deliverables and/or as required by the management.

Qualifications

- Education: Preferably a Graduate of Bachelor of Science in Commerce Major in Accounting (BSC) or Bachelor of Science in Accountancy (BSA) or any related field.

Experience:

- At least 2 years' experience in financial management or other related financial operations;
- Knowledge in the financial management policies and procedures of the Government of the Philippines and multilateral financial institution (e,g, World Bank); and,
- Experience in other Foreign Assisted Projects (FAPs) is an advantage.

Knowledge, Skills, and Abilities:

- Willingness to conduct field work, if necessary;
- Tenacity to follow through the complete assigned tasks and meet various deadlines;
- Able to work independently as well as in a team;
- Computer literate (MS Word, Excel and Power point);
- Proficient in oral and written communications; and,
- Ability to work with initiative and minimum supervision.

Reporting Responsibilities:

The Finance Analysts will be directly reporting to the RPCO Finance Unit Head while ensures close coordination with the I-BUILD, I-REAP & I-PLAN Components and other units.

Only applications received on or before December 6, 2016 at 10:00 AM will be considered. Short-listed applicants will be contacted for the schedule of written examination and interview.

Please submit Application letter, Comprehensive CV with 2 x 2 ID picture, Certified True Copy of School Transcript of Records, Certificate of Previous Employment and other Credentials to the address below or email to arrrm.rpco.prdp@gmail.com. Kindly indicate the position that the applicant is applying for as the subject.

ALEXANDER G. ALONTO, JR., Regional Project Director
PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Project Coordinating Office
ORG Compound, Cotabato City
Tel. Fax No.: (064) 421-1234
Tel No. (064) 552-0438

Created by Noraisa Guiama Sangki

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