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Bid Notice Abstract

Request for Expression of Interest

Reference Number 4222953
Procuring Entity DEPARTMENT OF AGRICULTURE & FISHERIES - ARMM
Title REQUEST FOR EXPRESSION OF INTEREST EXECUTIVE ASSISTANT TO THE OFFICE OF THE REGIONAL PROJECT DIRECTOR
Area of Delivery Cotabato

Solicitation Number:	PRDP RPCO-ARMM 2016-11-002	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 180,000.00	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-ARMM
 ORG Compound, Cotabato City
 Tel. Fax No. (064) 421-1234; Tel (064) 552-0438

REQUEST FOR EXPRESSION OF INTEREST
 EXECUTIVE ASSISTANT TO THE OFFICE OF THE REGIONAL PROJECT DIRECTOR

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 an Executive Assistant.

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 Works

The Executive Assistant (EA) will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP. The EA shall perform a wide variety of responsible, complex and confidential administrative, secretarial, analytical and research duties. Duties require considerable confidentiality, initiative, tact and mature and independent judgment.

Specifically, the tasks of the Executive Assistant will include but not limited to the following:

- Represents the Regional Project Director by welcoming visitors, reviewing correspondence and arranges program functions; answers questions and meeting requests directed to the Regional Project Director;
 - Assists the component & unit heads make consistent decisions by providing quality inputs and serving as liaison between them and the Regional Project Director;
 - Arranges Project travels and meetings by developing itineraries and agenda, arranging lodgings and meeting accommodations;
 - Completes projects and special assignments by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem-solving and making necessary adjustment to plans;
 - Travels and attends meetings with the Regional Project Director and prepares minutes, action lists and provides administrative support, if necessary;
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- Prioritizes conflicting needs, handles matter expeditiously, and proactive follows through on project implementation to successful completion of project; and
 - Prepares initial drafts of correspondences and documents coming from the office of the Regional Project Director.

Qualification

Education:

- The Executive Assistant shall be a Bachelor's Degree holder preferably in any Communications Administrations or any related courses.

Experience:

- Minimum of three (3) years experience and interest in internal and external communications, rural development and institutional development; and,
- Experience in working with special projects implemented by government/non-government agencies is an advantage.

Knowledge, Skills, and Abilities:

- Basic skills in data management and filing system;
- Proficient in Microsoft Office applications;
- Must be a team player; and,
- Ability to work with minimal supervision.

Reporting Responsibilities:

The Executive Assistant will be directly reporting to the Regional Project Director while ensures close coordination with the I-BUILD, I-REAP & I-SUPPORT components and units.

Only applications received on or before December 6, 2016 at 10:00Am 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, Certificate of Previous Employment, Certified True Copy of School Transcript of Records and other credentials to the address below or email to armm.rpco.prdp@gmail.com. Kindly indicate the position that applicants are applying for as the subject.

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

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

Created by Noraisa Guiama Sangki

Date Created 28-Nov-2016

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