



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Regional Project Coordination Office (RPCO) IX
Research Division Complex, Sanito, Ipil, Zamboanga Sibugay

**I-PLAN Component of
Philippine Rural Development Project (PRDP)**

JOB VACANCY

POSITION : PLANNING OFFICER
JOB TYPE : Contract of Service
MONTHLY WAGE : PhP 48,000.00
OFFICIAL STATION: Regional Project Coordination Office (RPCO IX)
DA Research Complex, Sanito, Ipil, Zamboanga Sibugay

SCOPE OF WORK:

The Planning Officer will be supporting the I-PLAN component in the delivery of specified milestones of the Philippine Rural Development Project (PRDP). He /She will be directly under the supervision of the I-PLAN Component Head.

Specifically, the tasks of the Planning Officer will include but not limited to:

1. Assist the I-PLAN Team in the following activities;
 - Implementation of PRDP especially on the conduct of briefings and orientation/re-orientation on the I-PLAN Component and its Operations Manual for PRDP's different implementation units, including the partner PLGUs, MLGUs, and CLGUs;
 - Conduct of workshops, seminars, meetings and other capacity building activities that will be provided by the component to the RPCOs & LGUs especially on the training and mentoring of the Core Planning Teams at the regional and provincial/city level. This may include preparation of activity designs, materials, documentations and other reports needed. When needed, may act as facilitator or resource person during the conduct of activities;
 - Finalization of the priority commodities for value chain analysis (VCA) preparation and review of the value chain of priority commodities of regional/provincial importance in coordination with the Provincial Project Management Implementing Unit (PPMIU) I-PLAN;
 - Preparation and review of the Provincial Commodity/ies Investment Plans (PCIPs) which will identify the priority rural infrastructure and enterprise subprojects that are considered catalytic to the development of the priority value chains
2. Assist the members of the Project Support Office (PSO), Regional Project Coordination Offices (RPCOs) and the PPMIUs as well as members of the core planning teams;
3. Attend to meetings called by the PRDP and or as maybe assigned by the I-PLAN Component Head;
4. Submit periodic reports on the status of I-PLAN component implementation, both physical and financial to the component head;
5. Install a system to manage files/documents of the I-PLAN component; and

6. Perform other tasks deemed necessary in relation to the component's deliverables and /or as required by the program management.

Qualifications:

Education & Training

- ✓ Graduate of a degree in Agricultural Engineering, Agribusiness, Agricultural Economics, Economics, Community Development or related fields; Masters degree/units will be an advantage;
- ✓ Must have undergone trainings related to conducting researches, planning or value chain analysis study preparation

Experience

- ✓ At least two (2) years experience in project planning, development, monitoring and evaluation in private or government institution. Experience in preparation of studies and researches is an advantage.

Knowledge, Skills and Abilities

- ✓ Knowledgeable on agriculture industry subsectors or commodities;
- ✓ Possess analytical and operational knowledge in the field of agriculture and fishery sector, including trade and investments;
- ✓ Excellent written and oral communication skills; and
- ✓ Team player

Documentary Requirements :

- ✓ Application letter with Personal Data Sheet (CSC-PDS) Form;
- ✓ 2X2 latest picture;
- ✓ Certified true copy of school Transcript of Record;
- ✓ Certificate of trainings attended;
- ✓ Certified copy of Civil Service rating, government licenses (if any)

Interested applicants should submit application letter with other requirements not later than **March 27, 2017** to:

CONSTANCIO G. ALAMA
Regional Director /RPCO IX Project Director
Department of Agriculture
General Vicente Alvarez St.
Zamboanga City

