



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
Regional Project Coordination Office IX  
DA-Research Complex, Sanito, Ipil, Zamboanga Sibugay  
Telefax No. (062)-333-2508

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

**JOB VACANCY**

POSITION : **PROJECT DEVELOPMENT ASSOCIATE**  
JOB TYPE : Contract of Service  
MONTHLY WAGE : PhP 30,000.00  
OFFICIAL STATION: Regional Project Coordination Office (RPCO IX)  
DA Research Complex, Sanito, Ipil, Zamboanga Sibugay

**A. Scope of Work**

**The Project Development Associate** shall provide services, inputs and support to the I-Plan Component activity implementation for the PRDP.

Specifically, the tasks include, but not limited to:

1. Assists the I-Plan Component Head and the Planning Officer in the implementation of all planning activities specifically in the preparation of Value Chain Analysis (VCA), Provincial Commodity Investment Plans (PCIP), commodity data profiling, technical reviews, AFMP Updating, and other planning related activities;
2. Assists in the technical support to the Planning Team during workshops, seminars, meetings and other capacity building activities that will be provided by the component to the LGUs. This may include preparation of training modules, materials, documentations, and other reports needed. When needed, may act as facilitator or resource person during the conduct of activities.
3. Proposes to the I-Plan Component Head and/or the Planning Officer appropriate interventions in support to the subprojects identified under Infrastructure Development and Enterprise Development by the PLGU in proper coordination with the PCPTs;
4. Assists the Provincial/City Program Management and Implementation Units (P/CPMIUs) as well as members of the core planning teams;
5. Assists in providing the RCPT and PCPT through the proponent group the guidelines in gathering data and information needed in the preparation and development of VCAs and PCIPs/CCIPs;
6. Assists to meetings called by PRDP-PSO as may be assigned by the Planning Component Head;

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7. Submits periodic reports on the status of Planning Component implementation, both physical and financial to the Planning Component Head;
8. Assists the Planning Officer in installing a system to manage files/documents of the Planning Component; and
9. Performs other tasks as deemed necessary in relation to the component's deliverables and/or as required by the I-Plan Component Head or RPCO Management.

**B. Qualifications**

**Education & Training:**

1. Preferably a Bachelor's Degree of a four (4) year course in Agriculture, Agricultural Business, Agricultural Economics, Agricultural Engineering or related field;
2. Must have undergone training related to conducting researches, planning or study preparations

**Work Experience:**

1. At least one (1) year experience in project planning, development, monitoring and evaluation in private or government institution.
2. Experience in the preparation of studies and researches is an advantage.

**Knowledge, Skills, and Abilities:**

1. Proficient in written and oral communications;
2. Computer literate with high proficiency in MS Word, excel, and power point;
3. Possesses analytical and operational knowledge in the field of agriculture and fishery sectors, including trade and investments;
4. Proven organizational skills and ability to manage multiple tasks simultaneously ;
5. Ability to work both independently and with a team ;
6. Able and willing to travel within the region or in the Philippines as deemed necessary; and
7. Willing to work overtime if necessary and have good working attitude.

**Interested applicants to submit application letter with resume and credentials not later than May 15, 2017 to:**

**CONSTANCIO G. ALAMA**  
Project Director  
Department of Agriculture  
PRDP-Regional Project Coordination Office IX  
DA-Research Complex, Sanito, Ipil, Zamboanga Sibugay

