



## TERMS OF REFERENCE

- Position** : Administrative Assistant (1)
- Project title** : Implementation of Sustainable Land Management (SLM) Practices to Address Land Degradation and Mitigate Effects of Drought or SLMP
- Duty Station** : Department of Agriculture - Bureau of Soils and Water Management (DA – BSWM)
- Duration of Assignment** : Six (6) months subject to renewal, upon positive work evaluation

### Background

Since 2015, the Department of Agriculture - Bureau of Soil and Water Management (BSWM) has been implementing a three-year Sustainable Land Management Project (SLMP). The SLMP has been designed to implement SLM practices that will address land degradation and mitigate effects of drought and systematically contribute to the enhancement of integrated natural resource management in the country.

A dedicated Project Management Office (PMO) has been established for the implementation of the project components. For provision of technical and administrative assistance to the Local Consultants of the project, the PMO requires the technical service from an individual who would focus on the aforementioned task.

### Duties and Responsibilities

The Project Administrative Assistant will be responsible in providing administrative assistance in general project implementation and management and day to day liaison with counterparts. He/she will provide comprehensive administrative support to the Administrative and Finance Assistant (AFA). The AA carries out his/her functions under the direct supervision of the Project Manager and the BSWM Focal Point. Specifically, the incumbent will:

- Assist the AFA on the filing, releasing and receiving of project documents related to procurement, finance and administrative matters
- Assist in providing support to travel arrangements such as preparation of Travel Orders and purchase of tickets; and
- Assist the AFA on the liaising with suppliers and logistics for all project activities including workshops and meetings



## **Minimum Qualifications and Professional Experiences**

### **Education**

- Graduate of any four year course

### **Work Experience**

- Preferably one (1) year job experience relevant to the function. Fresh graduates are welcome to apply.


### **Key Competencies**

- Knowledge in MS Office software packages (MS Word, MS Excel, MS Publisher, MS Powerpoint)
- Good communication and interpersonal skills
- Fluency in English and Filipino

### **Recommending Approval:**

  
**DR. GINA P. NILO**  
Chief, Laboratory Services Division  
BSWM Focal Point, UNDP GEF5 SLM Project

### **Approved by:**

  
**ANGEL C. ENRIQUEZ, CESO III**  
OIC-Director, Bureau of Soils and Water Management  
National Project Director, UNDP GEF5 SLM Project