



TERMS OF REFERENCE

Position	:	Field Administrative Assistant (2 posts)
Project title	:	Implementation of Sustainable Land Management (SLM) Practices to Address Land Degradation and Mitigate Effects of Drought or SLMP
Duty Station	:	Malaybalay City, Bukidnon and Abuyog, Leyte
Duration of Assignment	:	Six (6) months and renewable upon positive work appraisal

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. To provide administrative assistance to the Field Coordinators (FC) of the project, the PMO requires the technical service from an individual who would focus on the aforementioned task. A Field Administrative Assistant will be assigned in each of the two SLMP sites – in Abuyog, Leyte and Malaybalay City, Bukidnon.

Duties and Responsibilities

The Field Administrative Assistant (FAA) 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 Project Field Coordinator (FC), including, but not limited to, supporting FC in: Specifically, the incumbent will:

- Administering interventions of the project at the identified techno demonstration site;
- Management of project-related meetings, training, seminars and conferences
- Drafting and transmitting correspondence;
- Activity documentation (written and photo);
- Liaising with local partners;
- Drafting travel/activity itineraries;



- Record information and maintain farm inputs and implements;
- Documentation, organization and submission of technical and financial reports to the PMO;
- Documentation of issues and concerns for relay to the PMO; and
- Perform other administrative duties as may be determined by the FC

The FAA carries out his/her functions under the direct supervision of the Field Coordinator and related guidance from the Project Manager and or the BSWM Focal Person.

Minimum Qualifications and Professional Experiences

Education:

- Graduate of any agriculture related courses

Work Experience

- Minimum of two (2) years of previous job experience relevant to the function

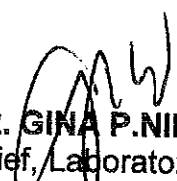
Key Competencies

- Computer literate
- Fluency in Bisaya/Waray, Tagalog and English
- People oriented
- Self-motivated
- Detail-oriented
- Ability to multi-task


Location

Each SLMP site, Malaybalay City, (Bukidnon) and Abuyog (Leyte), will post an FAA.

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