

CALL FOR APPLICATIONS

Terms of Reference for a Program Manager (Contractual)

The Philippine Development Assistance Programme, Inc. (PDAP), a national consortium of NGO networks founded in 1986, is implementing a 5-year program that aims to *facilitate the participation of rural poor in enterprises that enhance food security, increase household income as well as generate jobs and employment* in selected rural communities in Regions 5, 6, 9, 10, 11, 12, 13 and ARMM. The program will have strong focus in micro-enterprise (ME) development, market participation, rural financing and industry development. The program will be implemented and managed by PDAP through its local NGO members/affiliates and Business Development Service (BDS) providers. The program has four major outcomes that will be implemented by a team of experienced and highly dedicated professional development workers: a) Micro-enterprise Development for Rural Enterprising Communities/RECs; b) Enhancing Market Participation of RECs; c) Policy Analysis; d) PDAP Sustainability; and, a sub-component on e) Financing.

A major component of the PRIME program is the long term sustainability and full institutionalization of PDAP. This entails the development and implementation of non-PRIME programs or projects that contributes to its long term sustainability and are within PDAP's mandate of supporting the development of post-conflict communities and rural enterprising communities engaged in sustainable agriculture, organic agriculture and natural products.

In this regard, PDAP needs the services of a Program Manager who will see to the operationalization of the programmatic direction of PDAP's PRIME in congruence with the directives set by the Executive Director and PDAP Board and will see to the cost-effective implementation of the program. He should possess the following:

1. Highly experienced in the fields of program development, enterprise/business and industry development as well as policy development work involving government, NGOs, POs/communities, private sector, industry associations and financing institutions.
2. Background and knowledge on domestic and export markets for organic products, fair trade systems and organic standards and certification.
3. Solid know-how on managing funds for credit and investment management.
4. Proven competency in building the capability of micro-enterprises and in equipping organizations for marketing and enterprise governance.
5. Linkage and networking skills with government agencies, LGUs, private sector, donor institutions as well as industry associations.
6. Working knowledge on the donor community, donor policies and public policy environment.
7. Strong background and knowledge in rural development and participatory approaches and a basic understanding of rural enterprises and industry development including RBM methods.
8. Graduate of a course on economics, public administration, sociology, business management, agri-business, marketing, community development, social work, entrepreneurship, development management and related degrees.
9. Strong managerial experience in related field equivalent to 5 years
10. 2-3 years experience on any or a combination of the above work engagement.

In addition, the applicant should have: (a) strong interpersonal and teamwork skills; (b) inter-organizational management skills [i.e., in working with various organizations - NGOs, POs, government, LGUs, private sector, etc.]; and, (c) the willingness to spend field travels in project sites.

Application letter with 2x2 picture and comprehensive CV, all in printed copy or email to pdap@pdap.net, including personal and professional references, should be submitted to the PDAP Admin and Personnel Officer, 78-B Dr. Lazcano Street, Laging Handa, Quezon City, tel/fax nos. +(632) 3730556, 3748214, 3748216, Website - www.pdap.net. Closing date for this search is June 23, 2008.