

CALL FOR APPLICATIONS

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.

PDAP currently has a vacancy for the following positions:

1. Project Development Officer

A major thrust of PDAP in the next 3 years is its long term sustainability and full institutionalization. This entails the development and implementation of non-PRIME (PDAP's core program) programs or projects that contribute to its long term sustainability and are still within PDAP's mandate to support 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 officer for project development with the following qualifications:

- a) Proven experience in program and project development involving government, NGOs, POs/communities, private sector, industry associations and financing institutions.
- b) Well-versed and actively engaged in resource mobilization from project identification and conceptualization to proposal writing, preparation and negotiation.
- c) Linkage and networking skills with government agencies, LGUs, private sector, donor institutions as well as industry associations.
- d) Working knowledge on the donor community, donor policies and public policy environment.
- e) Background and knowledge on domestic and export markets for organic products, fair trade systems and organic standards and certification.
- f) Strong background and knowledge in rural development and participatory approaches and a basic understanding of rural enterprises and industry development including RBM methods.
- g) Graduate of a course on economics, public administration, sociology, business management, agri-business, marketing, community development, social work, entrepreneurship, development management and related degrees.
- h) 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.

2. Documentation Assistant

The position requires a B.S. Degree preferably in Social Science courses, Community Development, Social Work, or Development Communication; has a minimum 1 year relevant experience related to research, i.e. library research, analysis and synthesis of technical information including data analysis, writing and editing. The position further requires excellent writing skills; a demonstrated capacity to plan, prioritize and deliver tasks on time to meet goals in highly pressured environment; the ability to work in a complex and multi-stakeholder environment; and good computer skills for data analysis, preparation of presentation and report writing.

In addition, the applicant should ideally be from 25-35 years old and 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.

3. Admin Assistant

The position requires a graduate of Business/Office Administration or Management with a minimum 1 year related work experience; computer facility with Microsoft Office Programs; resourcefulness; ability to multi-task and organize work processes; with good verbal and written communication skills. The ideal candidate can work in a dynamic office environment, is both a self-starter and a finisher and has a "can-do-attitude".

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 August 8, 2008.