

FOR HIRE ANNOUNCEMENT
The Bureau of Agricultural Research is hiring

Position	:	Senior Administrative Assistant V (Anticipated Vacancy)
Division	:	Procurement Section
Status of Employment	:	Contract of Service
Salary Grade	:	SG 18 - Php - 40,637.00
Qualification Standard	:	
Education	:	Completion of two-year studies in college or High School graduate with relevant vocational/trade course. Preferably Bachelor's degree in Political Science and/or units in Law
Work Experience	:	Four (4) years of relevant experience. Preferably in Procurement
Training	:	Twenty Four (24) hours of relevant training
Eligibility	:	None required.

Terms of Reference

- Prepare Annual Procurement Plan Non-CSE (Indicative APP and Actual APP);
- Update Annual Procurement Plan Non-CSE (Monthly & Quarterly);
- Monitor consolidated Project Procurement Management Plan (PPMP) of all divisions/sections/units;
- Assist in the preparation of Procurement Monitoring Report ;
- Assist in the facilitation of processes and scheduling of procurement through Competitive Public Bidding and other Alternative Methods of Procurement;
- Assist in the monitoring of compliance of procurement activities and terms and conditions of the procurement contract;
- Provide assistance to BAC;
- Prepare certification, reports, COA compliance report and power point presentation as required by the supervisor; and
- Prepare and Update PPMP for the Procurement Unit.
- Assist in the preparation of contract with complete attachments
- Consolidates proceeds from the Competitive Public Bidding process for submission to the COA Office.
- Serves as secretariat in BAR committees

How to apply:

Interested and qualified applicants should fill out the application form: https://bit.ly/DA-BAR_ApplicationForm Deadline of submission of applications is on **September 12, 2023** (Tuesday).