

ANNOUNCEMENT OF HIRING

The Bureau of Agricultural Research is in need of the following:

Position	:	Project Evaluation Officer II (1 vacant)
Division	:	Office of the Director (OD)
Status of Employment	:	Contract of Service
Salary Grade	:	SG 15 – Php – 30,531.00
Qualification Standard		
Education	:	Bachelor's Degree relevant to the job.
Work Experience	:	One (1) year of relevant experience.
Training	:	Four (4) hours of relevant training
Eligibility	:	None Required.

Terms of Reference

- Coordinate and provide intermediation services between project partners, site visits and follow throughs;
- Conduct monitoring and assessment of on-going projects align to the national R&D initiatives and department of agriculture banner programs;
- Maintain and manage a database of proposals and ensure the completeness of submission;
- Facilitate communication and ensure that submission of proposals are properly acknowledged;
- Facilitate/coordinate meetings and other related activities for the Office of the Director;
- Provide necessary assistance to the Director during DA-BAR Management Committee meetings;
- Prepare speeches, presentations, and other related materials for the activities of the Director;
- Travel and attend meetings with the Director and prepare minutes/highlights of the meeting and other technical and administrative support if necessary; and
- Participates and documents meetings, assessments, workshops, conferences, and other activities attended by the Director.

Position	:	Project Evaluation Officer II (1 vacant)
Division	:	Program Monitoring, Evaluation and Linkaging Division (PMELD)
Status of Employment	:	Contract of Service
Salary Grade	:	SG 15 – Php – 30,531.00
Qualification Standard		
Education	:	Bachelor’s Degree relevant to the job. Preferably Bachelor’s Degree in International Studies
Work Experience	:	One (1) year of relevant experience. Preferably in International Relations
Training	:	Four (4) hours of relevant training
Eligibility	:	None Required.
Competency	:	Proficiency in Technical Writing

Terms of Reference

Facilitate new technical cooperation/linkages with international R4D organizations;

- a. Draft response to documents/issuances relevant to international partnerships and linkages;
- b. Secure relevant comments/inputs from concerned offices/units of the Bureau; and,
- c. Forward collated comments/inputs to management, for approval and further instructions

Assess and maintain existing linkages with international R4D organizations;

- a. Coordinate with concerned offices/units of the bureau with regard to past activities/updates on the partnership;
- b. Draft and provide assistance in preparation of proposals and concept note;
- c. Provide inputs to management relevant to the existing partnership/cooperation; and,
- d. Draft position papers/communication relevant to the assessment conducted;

Facilitate the conduct of and participation to international R4D affairs events/activities;

- a. Both physical and virtual; and
- b. includes international stakeholder consultations and other knowledge exchange activities.

Facilitate response to international coordination requirements and concerns;

- a. Response to DA-IAD’s and other relevant agencies of the DA's concern/inquiries;
- b. Drafting of letters/memo in response to international concerns;
- c. Facilitation of Membership fees; and
- d. Assistance to official delegation/s (pre and post event).

Provide technical assistance and support to R4D partners to facilitate smooth implementation of BAR-funded projects; and

Perform other tasks assigned by the section head, assistant division head, and division head of the Project Monitoring Evaluation and Linkages Division (PMELD)

How to apply:

Interested and qualified applicants are requested to fill out the application form: https://bit.ly/DA-BAR_ApplicationForm Deadline of submission of applications is on **January 22, 2023** (Monday).