

ANNOUNCEMENT OF HIRING

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

Position	:	Project Evaluation Officer II
Division	:	Program Monitoring, Evaluation, and Linkaging Division – Monitoring and Evaluation Section (PMELD – MES)
Status of Employment	:	Contract of Service (COS)
Salary Grade	:	SG 15 – Php 30,531.00
Qualification Standards		
Education	:	Bachelor's Degree relevant to the job (preferably BS Agriculture Major in Animal Science)
Work Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	Civil Service (Professional) Second Level Eligibility

Terms of Reference

- Serve as the co-focal for livestock and poultry-related research and studies;
- Assist in the development of a monitoring and evaluation plan for livestock and poultry-related projects/programs with defined performance indicators and data collection methods. Monitor the attainment of the indicators and targets of the program;
- Spearhead the conduct of progress and completion reviews of projects and onsite monitoring of projects under Livestock and Poultry Program;
- Ensure data collection of relevant qualitative and quantitative data from the different projects and encode into the database. Ensure that the database is updated, and data is accurate and is always available;
- Provide recommendations on possible projects for possible funding/continuation;
- Provide technical inputs on the accomplishments/project and issues related to project implementation;
- Regularly update the liquidation of on-going and completed projects;
- Provide inputs/supporting documents to comply with the audit findings (by requesting for supporting documents to concerned implementing agencies);
- Prepare regular progress report for relevant stakeholders and oversight offices;
- Attend/participate in proposal screening, meetings, workshops, conferences on livestock and poultry;
- Document and communicate the best practices, lessons learned and areas for improvement of the program being handled and create visualizations to present these findings;
- Provide technical inputs to KMISD on projects (on-going and completed) with significant outputs that are candidate for documentation;
- Perform other tasks as deemed necessary.