

**SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT (SAAD)
NATIONAL PROJECT MANAGEMENT OFFICE (NPMO)**

PUBLICATION OF VACANCY FOR CONTRACT OF SERVICE

POSITION TITLE	(2) Associate Project Officer I	DUTIES AND RESPONSIBILITIES
PLACE OF ASSIGNMENT	OPBME – SOCIAL PREPARATION & PROGRAM MANAGEMENT SUB-UNIT	<p>Assists the Social Preparation and Program Management Lead on functions and deliverables including separate regional assignment for planning, budgeting and M&E related activities</p> <p>SOCIAL PREPARATION</p> <ul style="list-style-type: none"> • Assists in the crafting and updating of the Social Preparation Manual • Assists in the creation of strategies and guidelines on the mainstreaming of Social Preparation related activities • Assists in the formulation of social preparation activities intended to be mainstreamed to SAAD • Assists in the consolidation of report generation relative to social preparation • Assists in the M&E of social preparation and crafting of policies inclined to the improvement/enhancement of its activities <p>PROGRAM MANAGEMENT</p> <ul style="list-style-type: none"> • Assists in the formulation of Human Resource Manual and Program Management Manual • Assists in the policy related formulation on program management • Assists in the evaluation and auditing of program management thru report generation and conduct of assessments <p>PLANNING</p> <ul style="list-style-type: none"> • Leads the coordination with the assigned regions and cascading of the SAAD Guidelines for Planning & Budgeting on the assigned regions • Assists in the formulation of planning related policies • Leads the consolidation of its assigned regional Planning Forms needed during the Planning & Budget Cycle of the program and DA • Assists in the formulation and execution of multi-year planning of the program • Assists in the conduct of planning related activities, workshops and trainings related to the functions of the OPBME. • Assist in the formulation of planning-related activity design, memorandum and manuals <p>BUDGET</p> <ul style="list-style-type: none"> • Assist in the cascading of Budget guidelines for the incoming fiscal year • Leads the consolidation of assigned regional Budget utilization reports on the national level based on DA Budget, Accounting and DBM Requirement • Leads the evaluation and consolidation of assigned regional documentary requirements based on DBM requirement for budget proposal and approval • Facilitates national-led activities, workshops and trainings related to SAAD Budgeting including budget proposals and assessments
SALARY GRADE	SG 16 (Php33,584.00)	
EDUCATION	Bachelor’s Degree Relevant to the job	
EXPERIENCE	2 years relevant experience	
TRAINING	16 hours of relevant training	

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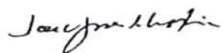
		<p>MONITORING & EVALUATION</p> <ul style="list-style-type: none">• Leads assigned regional & provincial M&E activities needed by the NPMO to evaluate existing program implementation• Leads report consolidation and generation related to the assigned regional offices• Leads the conduct of various SAAD M&E activities on assigned region• Crafts recommendations on the improvement regional and provincial implementation• Assists in the facilitation and monitoring of external evaluations conducted by the program <p>OTHER TASKS</p> <ul style="list-style-type: none">• Performs other duties as assigned by the immediate supervisor/SAAD Director
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REQUIREMENTS:

1. Letter of intent /Application Letter addressed to Mr. Ulysses J. Lustria, Jr. - Director, SAAD-NPMO.
2. Fully accomplished Personal Data Sheet (PDS) with recent passport sized picture (CS Form No. 212 revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of Diploma and Transcript of Records
4. Photocopy of Relevant Certificates

Interested and Qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to email add: saad@da.gov.ph not later than February 10, 2023.

Noted by:



ULYSSES J. LUSTRIA, JR.
Director, SAAD NPMO