

SETTING UP OF A REGIONAL PROJECT MANAGEMENT TEAM (RPMT)

DILG Region 5 is in need of Project-based employees to compose the RPMT for the implementation of the Bottom Up Budgeting Projects

The functions of the Regional Project Management Team are as follows:

- 1) Will serve as full-time Secretariat to the RPRAT.
 - 1.1 Set up tracking mechanism of the project implementation and feed updates to the RPRAT.
 - 1.2 Set up coordination mechanism and ensure decisions made by RPRAT are executed accordingly.

- 2) Provide timely Technical Assistance to LGUs to expedite BuB Project Implementation to achieve 80% for 2013 & 2014 and 50% for 2015 completion targets.
 - 2.1 Realistic catch-up plans for the BuB project backlog
 - 2.2 Posting of information and/or setting up of Bulletins for regular updating of members
 - 2.3 Spearhead the monitoring and internal evaluation of BuB projects
 - 2.4 As the case may be serves as a clearing house for BuB projects.

Terms of Reference (TOR) of the Project Team Leader:

- **Education:** Bachelor's degree in Project Management, Public/Business Administration, Social Work, Community Development or any related Course/Academic Discipline
- **Experience:** With at least 5 years of relevant work experience. With track record as Program Manager and/or as Project Operations Manager.
- **Other qualifications:**
 - Knowledge in Results-Based Monitoring and Evaluation System (RBMES) is a must. Excellent strategic, analytical, interpersonal and project management skills.
 - Excellent written and oral communication skills.
 - Skills in networking and setting-up coordination mechanism
 - Ability to work under pressure and deliver in a timely manner.

Scope of work:

- a. Acts as the lead person in providing full-time secretariat support to the RPRATs during the regular RPRAT meetings, and other RPRAT-initiated activities
- b. Ensures that agreements and/action points that were discussed during the RPRAT meetings are operationalized
- c. Takes charge of programs, projects and activities related to monitoring of BuB sub-project implementation and execution.
- d. Networks with the Regional Offices of the participating NGAs and with the LGUs needing assistance.
- e. Leads the RPMT in coordinating with the BuB Focal Person and the DILG Regional Office in ensuring that sub-projects are monitored and quarterly status reports are accurate and submitted on time.
- f. Attends meetings, orientation, workshops related to BuB implementation/execution as needed.

- g. Assists and provides technical assistance in monitoring progress of BuB sub-project implementation
- h. May serve as resource person/facilitator during workshops being organized by the LPRATs and RPRATs for the fast tracking of project implementation.
- i. In the performance of the foregoing duties and responsibilities may be authorized to go on official travel and reimburse travelling and other related expenses
- j. Provides such other work related to BuB as maybe required and assigned by the DILG Regional Director

Terms of Reference (TOR) of the Project Development Specialist:

- **Education:** Bachelor's Degree in Project Management and other related courses preferably on Project Monitoring using Results based Management System.
- **Other Qualifications:**
 - Practical skills and experienced in preparing Planning, Implementation, Monitoring and Evaluation (PIME) System
 - Excellent written and oral communication skills
 - Ability to work under pressure and deliver in a timely manner.

Scope of Work

- a. Assists the LGUs in preparing the technical requirements of the projects, i.e. finalizing project proposals, feasibility studies and other documentary requirements of non-infra projects
- b. Prepares official recommendation for the approval of the project proposals and other documentary requirements
- c. Assists the cluster on livelihood, capability building and other soft projects in simplifying requirements of the projects
- d. Serves as the technical resource person during workshops being conducted at the regional level and LPRAT as needed
- e. In the performance of the foregoing duties and responsibilities may be authorized to go on official travel and reimburse travelling and other related expenses
- f. Provides such other work related to BuB as maybe required and assigned by the DILG Regional Director and the RPMT Leader.

Terms of Reference (TOR) of the Engineer:

Qualifications:

- **Education:** Graduate of Engineering Course preferably Civil Engineer and with skills on preparation of feasibility study, preparation of detailed engineering design, procurement, and construction supervision, and operations and maintenance
- **Experience:** With at least 3 years of field experience as Project Engineer
- **Other Qualifications:**

- o Practical skills in using the Auto-CAD (Computer Aided Design) Software for Engineering designs
- o Mentoring and provision of technical assistants to LGUs
- o Good written and oral communication skills and can write technical reports
- o Team player and can deliver in timely manner
- o Ability to work under pressure

SCOPE OF WORK

- a) Assists the LGUs in preparing the technical requirements of the projects, bid documents and detailed engineering design.
- b) Prepares official recommendation for the approval of the project proposals and detailed engineering design to the head of the RPRAT.
- c) Serves as the technical resource person during the workshops being conducted at the regional level and LPRAT as needed
- d) Provides technical assistance to LPRATs to fast track implementation of infrastructure projects of BUB.
- e) In the performance of the foregoing duties and responsibilities may be authorized to go on official travel and reimburse travelling and other related expenses
- f) Provides such other work related to BuB as maybe required and assigned by the DILG Regional Director and the RPMT Leader.

Terms of Reference (TOR) of the M.I.S Staff:

- **Education:** Graduate of Computer Science or any of Management Information System related courses
- **Experience:** 3 years in MIS work
- **Qualification:**
 - o Skills is data generation and data base M & E System needed by the Project Management Team and the RPRAT. Can work efficiently under pressure.
 - o As an MIS staff he/she will ensure that the data is updated and accurate before releasing them to requesting individuals, regions, etc. It counterchecks the data with PMO to ensure its accuracy before officially transmitting to the DILG Regional Director as head of the RPRAT

SCOPE OF WORK: STAFF FOR M.I.S.

- a. Manages the data base of the BuB Program
- b. Prepares graphic presentations of data of BuB projects for RPRAT meeting
- c. Coordinates with PMO in updating status of sub-project implementation.
- d. Attends conferences, workshops, seminars where his/her technical knowledge regarding the data base on BuB is required.
- e. Responds to requests from the LPRATs, provinces, LGUs, CSOs and other institutions regarding updated data on BuB project

- f. Creates programs/presentations/templates that will clearly show status of sub-projects
- k. Transmittal of updated report to the members of the RPRATS to serve as Project alert to respective implementing agency. Monthly status report on the Progress of BuB related activities.
- l. Provides such other work as maybe required and assigned by the DILG Regional Directors and the Team leader of the RPMT.

Interested applicants for these positions may submit their application to the Personnel Section, DILG Regional Office, Rizal St., Legazpi City, not later than September 24, 2015.