



PLANADES

Planning and Development Research Foundation, Inc.

Address: PLANADES Office, School of Urban and Regional Planning Bldg, E. Jacinto Street
University of the Philippines, Diliman, Quezon City 1101, Philippines
Telephone No. (632) 8927-4797; (632) 8332-5034; (632) 8927-3595; E-mail: info@planades.org

SCOPE OF WORK FOR ASSISTANT PROJECT DEVELOPMENT OFFICER I

General Function: The Assistant Project Development Officer 1 will play a crucial role in driving the success of our projects and contributing to the overall growth of Planning and Development Research Foundation, Inc. (PLANADES) to ensure that they are carried out in accordance with PLANADES rules and procedures, and conditions laid down in the contract agreement.

To provide a comprehensive understanding of the roles, responsibilities, and expectations associated with this position to ensure clarity and alignment with our organizational goals. Below is the scope of work:

1. Project Planning and Development:

- Assist in the conduct of thorough research and analysis to identify potential project opportunities.
- Assist in developing detailed project proposals, including objectives, timelines, budgets, and resource requirements.
- Assists in the collaboration with stakeholders to define project scope, goals, and deliverables.
- Prepare feasibility studies and risk assessments to evaluate project viability.

2. Stakeholder Engagement:

- Establish and maintain strong relationships with internal and external stakeholders, including clients, partners, and regulatory bodies.
- Facilitate regular communication and meetings to ensure stakeholder alignment and address any concerns or issues.
- Act as the primary point of contact for project-related inquiries and updates.

3. Project Execution and Management:

- Assist in the review of the projects implementation from initiation to completion, ensuring adherence to timelines, budgets, and quality standards.
- Monitor project progress, track milestones, and prepare regular status reports for senior management.
- Identify and mitigate potential risks and issues that may impact project success.

4. Financial Management:

- Assist in developing and manage project budgets, ensuring accurate forecasting and cost control.
- Assist in monitoring project expenditures and ensure compliance with financial policies and procedures.

5. Quality Assurance and Evaluation:

- Assist in the implementation of quality assurance processes to ensure project deliverables meet established standards and requirements.
- Assist in the conduct regular evaluations and assessments to measure project outcomes and impact.
- Identify areas for improvement and implement corrective actions as necessary.

6. Documentation and Reporting:

- Maintain comprehensive project documentation, including plans, reports, and correspondence.
- Prepare and submit required reports to funding agencies, regulatory bodies, and stakeholders.
- Ensure all project documentation is accurate, up-to-date, and easily accessible.

7. Capacity Building and Training:

- Develop and deliver workshops, seminars, and training sessions on project management best practices.
- Foster a culture of continuous learning and improvement within the project team.

8. Compliance and Regulatory Requirements:

- Ensure all projects comply with relevant laws, regulations, and organizational policies.
- Stay informed about changes in regulations and industry standards that may impact project development and implementation.
- Prepare and submit necessary documentation for regulatory approvals and permits.



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9. Innovation and Continuous Improvement:

- Identify opportunities for innovation and process improvement within the project development lifecycle.
- Implement best practices and lessons learned from previous projects to enhance future project performance.
- Encourage a culture of creativity and innovation within the project team.

10. Other Duties as Assigned:

- Perform additional tasks and responsibilities as required to support the successful completion of projects and organizational objectives.

Qualifications and Skills:

- Bachelor's degree in Project Management, Business Administration, or a related field.
- Proven experience in project development and management, preferably in a similar industry.
- Strong analytical, problem-solving, and decision-making skills.
- Excellent communication, negotiation, and interpersonal skills.
- Proficiency in project management software and tools.
- Ability to work independently and as part of a team in a fast-paced environment.

Expected Salary Range:

- **PhP 18,000.00 – PhP 22,000.00**
- Negotiable based on the company's compensation package

Residency:

- Preferably reside in Quezon City

Send your CV with Letter of Intent, one recent 2x2 picture with your contact details to the following emails at info@planades.org and cc to tabassamrr@gmail.com