

Republic of the Philippines
PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO (must be in MS Excel format)



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES in the CSC website:

Braulio B. Castro, Jr.
BRAULIO B. CASTRO, JR.

Chief, Human Resource Development Section

Date: July 31, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer	PCAFB-SADOF-34-2014	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Intermediate Computer Skills Leadership Competencies: Building Collaborative and Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	Administrative, Financial and Management Division
2	Development Management Officer IV	PCAFB-DMO4-38-2014	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Intermediate Computer Skills Leadership Competencies: Building Collaborative and Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	Policy Development and Coordination Division
3	Engineer II	PCAFB-ENG2-2-2022	16	39,672.00	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	4 hours of relevant training	1 year of relevant experience	RA 1080 (Agricultural and Biosystems Engineer)	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Advanced Computer Skills	Policy Development and Coordination Division- Agricultural and Fisheries Mechanization and Infrastructure Support Section



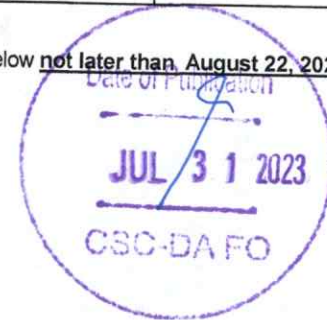
4	Engineer II	PCAFB-ENG2-3-2022	16	39,672.00	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	4 hours of relevant training	1 year of relevant experience	RA 1080 (Agricultural and Biosystems Engineer)	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Advanced Computer Skills	Policy Development and Coordination Division- Agricultural and Fisheries Mechanization and Infrastructure Support Section
5	Engineer II	PCAFB-ENG2-4-2022	16	39,672.00	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	4 hours of relevant training	1 year of relevant experience	RA 1080 (Agricultural and Biosystems Engineer)	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Advanced Computer Skills	Policy Development and Coordination Division- Agricultural and Fisheries Mechanization and Infrastructure Support Section
6	Development Management Officer II	PCAFB-DMO2-57-2014	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Advanced Computer Skills	Policy Development and Coordination Division- Strategic Concerns Section
7	Development Management Officer II	PCAFB-DMO2-44-2014	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Advanced Computer Skills	Policy Development and Coordination Division- Strategic Concerns Section
8	Development Management Officer II	PCAFB-DMO2-48-2014	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Advanced Computer Skills	Policy Development and Coordination Division- Council Support and Coordination Section
9	Development Management Officer II	PCAFB-DMO2-35-2014	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Advanced Computer Skills	Partnership Development Division- Social Mobilization Section
10	Development Management Officer II	PCAFB-DMO2-58-2014	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Advanced Computer Skills	Partnership Development Division- Capacity Development Section



11	Computer Programmer II	PCAFB-COMPRO2-13-2014	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Advanced Computer Skills	Planning, Monitoring and Knowledge Management Division- Knowledge Management Section
12	Administrative Officer IV	PCAFB-ADOF4-26-2014	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Advanced Computer Skills	Administrative, Financial and Management Division- Human Resource Development Section
13	Administrative Officer II	PCAFB-ADOF2-11-2014	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Advanced Computer Skills	Administrative, Financial and Management Division- Budget Section
14	Development Management Officer I	PCAFB-DMO1-28-2014	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information; Risk Analysis and Management; Attention to Detail; Advanced Computer Skills	Policy Development and Coordination Division- Council Support and Coordination Section

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address, and/or access the link below **not later than August 22, 2023**.

1. Letter of Intent/Application Letter, indicating the specific position title and correct plantilla item number;
2. **Personal Data Sheet** (CS Form No. 212, Revised 2017) with recent passport-sized I.D. photo, which can be downloaded at www.csc.gov.ph;
3. Duly-signed **Work Experience Sheet (WES)**. The form can be downloaded at www.csc.gov.ph;
4. **Performance rating in the last rating period** (if applicable);
5. Photocopy of **Certificate of Eligibility/Rating/License**;
6. Photocopy of **Transcript of Records** for Bachelor's/Master's/Doctorate degree; and
7. Photocopy of **Certificate of Trainings** relevant to the desired position.



QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

BRAULIO B. CASTRO, JR.
 Chief, HRDS
 PCAF, Apacible Hall, DA Compound
 Elliptical Road, Diliman, Quezon City
<https://tinivurl.com/PCAFJobOpeningsAugust2023>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



SUPERVISING ADMINISTRATIVE OFFICER (1 vacant position)

SG 22 | Administrative, Financial and Management Division

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	Three (3) years of relevant experience
Training	:	Sixteen (16) hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Assists the Division Chief in the following:
 - a. Formulation, implementation and timely submission of plan and budget and accomplishment and other reports of the Division;
 - b. Provision of quality administrative, finance and management support services towards effective and efficient agency operations and optimum resource utilization;
 - c. Provision of advisory services on administrative, finance and management related matters;
 - d. Enforcement of the bidding and regulatory guidelines for the procurement and disposal of goods and services based on the existing laws and regulations;
 - e. Initiation, formulation and communication of relevant policies on administrative, finance and management issuances from various government agencies for the agency's compliance;
 - f. Compliance of existing accounting/auditing rules and regulations;
 - g. Provision of administrative, financial and technical assistance to the sections.
2. Delivers specific output relative to operations of the Division and ensures that the following tasks are performed;
 - a. Initiates proactive risk management measures and practices;
 - b. Maintains Financial and Administrative Management Information System (FAMIS) and other IT innovations;
 - c. Spearheads performance-improvement initiatives;
 - d. Ensures accuracy of real-time financial data and conducts regular monitoring of daily operations;
 - e. Tracks performance in relation to key performance indicators to better align actions with strategy;
 - f. Analyzes past and current administrative and financial data as basis for decision making; and
 - g. Ensures close coordination among the AFMD units and technical units on their respective concerns;
3. Performs other functions as may be assigned by the management.



DEVELOPMENT MANAGEMENT OFFICER IV (1 vacant position)

SG 22 | Policy Development and Coordination Division

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	Three (3) years of relevant experience
Training	:	Sixteen (16) hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Assists the Division Chief in the following:

- a. Formulation, implementation and timely submission of plan and budget and accomplishment and other reports of the Division;
- b. Provision of the technical guidance on policy development at the national level:
 - b.1 Monitoring current and emerging issues and concerns on agri and fisheries;
 - b.2 Setting the policy agenda;
 - b.3 Policy research (data collection and analysis, policy brief); and
 - b.4 Policy implementation monitoring.
- c. Provision of guidance in the conduct of consultation activities, policy dialogues and policy formulation at the national level;
- d. Spearheading collaborative efforts with technical departments and partners in the conduct of researches and/or policy studies to generate substantive inputs, relevant agenda and/or up to date reference for use during consultations and other stakeholder forums;
- e. Leading advocacy efforts by creating enabling environment/ policies/initiatives that will encourage participatory development in agricultural and fishery sectors and other national decision-making bodies;
- f. Leading in the development of stakeholders feedback mechanism related processes and procedures; and
- g. Provision of administrative and financial guidance to the sections.

2. Assists the Chief in the overall management of the Division and ensures that the following tasks are performed:

- a. Initiates proactive risk management measures and practices;
- b. Maintains holistic view of the organization and key operations;
- c. Spearheads performance-improvement initiatives;
- d. Tracks performance in relation to key performance indicators to better align actions with strategy;
- e. Analyzes past and current data as basis in decision-making;
- f. Monitors the real-time data related to daily operations; and
- g. Ensures close coordination among the PDCD sections and operating units on their respective concerns.

3. Performs other functions as may be assigned by the management.



ENGINEER II (3 vacant positions)

SG 16 | Policy Development and Coordination Division- Agricultural and Fisheries Mechanization and Infrastructure Support Section

QUALIFICATION STANDARDS

Education	:	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering
Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	RA 1080 (Agricultural and Biosystems Engineer)

Duties and Responsibilities:

1. Prepares, implements, and ensure timely submission of plan and budget, and accomplishment and other reports of the Infrastructure Support;
2. Provides technical guidance and support in the conduct of meetings, areawide/national consultations and other activities relative to the implementation of CPES;
3. Facilitates the accreditation process of application and renewal of prospective DA CPEs, and the conduct annual performance evaluation and training/seminars for the CPEs in Luzon/Visayas/Mindanao;
4. Reviews and consolidates the project documents submitted by the DA offices/agencies in Luzon/Visayas/Mindanao;
5. Develops, maintains, and updates the Infrastructure Support-related databases and other IT innovations;
6. Compiles and maintains electronic and physical archiving systems of Infrastructure Support-related files and documents;
7. Follows up on the status of the implementation of Corrective Action Plans submitted by the constructors and the submission of the assessment forms of the DA Implementing office to PCAF;
8. Participates in the development of standards and policies on the implementation of agricultural and fisheries infrastructure projects;
9. Ensures close coordination between and among the operating units, DA offices, and other government agencies in Luzon/Visayas/Mindanao relative to the implementation of CPES and other related concerns; and
10. Performs other functions as may be assigned by the management.



DEVELOPMENT MANAGEMENT OFFICER II (2 vacant positions)

SG 15 | Policy Development and Coordination Division- Strategic Concerns Section

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Prepares, implements and ensures timely submission of plan and budget, and accomplishment and other reports of the Section;
2. Provides technical guidance on policy development:
 - a. Monitoring current and emerging issues and concerns on agri and fisheries;
 - b. Setting the policy agenda;
 - c. Policy research (data collection analysis, policy brief); and
 - d. Policy implementation monitoring.
3. Provides guidance in the conduct of consultation activities, policy dialogues and policy formulation;
4. Assists in the spearheading collaborative efforts with technical departments and partners in the conduct of researches and/or policy studies to generate substantive inputs, relevant agenda and/or up to date references for use during consultations and other stakeholder forums;
5. Assists in the advocacy efforts by creating enabling environment/policies/initiative that will encourage participatory development in agricultural and fishery sectors and other national decision-making bodies;
6. Develops stakeholders' feedback mechanism related processes and procedures;
7. Ensures close coordination between and among the operating units on their respective concerns; and
8. Performs other functions as may be assigned by the management.



DEVELOPMENT MANAGEMENT OFFICER II (1 vacant position)

SG 15 | Policy Development and Coordination Division- Council Support and Coordination Section

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Prepares, implements and ensures timely submission of plan and budget, and accomplishment and other reports of the Section;
2. Provides technical guidance on policy development:
 - a. Monitoring current and emerging issues and concerns on agri and fisheries;
 - b. Setting the policy agenda;
 - c. Policy research (data collection analysis, policy brief); and
 - d. Policy implementation monitoring.
3. Provides guidance in the conduct of consultation activities, policy dialogues and policy formulation;
4. Assists in the spearheading collaborative efforts with technical departments and partners in the conduct of researches and/or policy studies to generate substantive inputs, relevant agenda and/or up to date references for use during consultations and other stakeholder forums;
5. Assists in the advocacy efforts by creating enabling environment/policies/initiative that will encourage participatory development in agricultural and fishery sectors and other national decision-making bodies;
6. Develops stakeholders' feedback mechanism related processes and procedures;
7. Ensures close coordination between and among the operating units on their respective concerns; and
8. Performs other functions as may be assigned by the management.



DEVELOPMENT MANAGEMENT OFFICER II (1 vacant position)

SG 15 | Partnership Development Division- Social Mobilization Section

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Prepares, implements and ensures timely submission of plan and budget, and accomplishment and other reports of the Section;
2. Provides technical guidance on policy development at the local level:
 - a. Monitoring current and emerging issues and concerns on agri and fisheries;
 - b. Setting then policy agenda;
 - c. Policy research (data collection analysis, policy brief); and
 - d. Policy implementation monitoring.
3. Provides guidance in the conduct of consultation activities, policy dialogues and policy formulation at the local level;
4. Assists in the spearheading collaborative efforts with technical departments and partners in the conduct of researches and/or policy studies to generate substantive inputs, relevant agenda and/or up to date reference for use during consultations and other stakeholders for forums;
5. Assists in the advocacy efforts by creating enabling environment / policies / initiatives that will encourage participatory development in agricultural and fishery sectors and other national decision-making bodies;
6. Develops stakeholders feedback mechanism-related processes and procedures;
7. Ensures close coordination between and among the operating units on their respective concerns; and
8. Performs other functions as may be assigned by the management.



DEVELOPMENT MANAGEMENT OFFICER II (1 vacant position)
SG 15 | Partnership Development Division- Capacity Development Section

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Prepares, implements and ensures timely submission of plan and budget, and accomplishment and other reports of the Section;
2. Integrates the capacity development for stakeholders;
3. Conducts training needs assessment of stakeholders;
4. Prepares and implements capacity development programs for the stakeholders;
5. Monitors and evaluates results of capacity development activities conducted;
6. Ensures close coordination between and among the operating units on their respective concerns; and
7. Performs other functions as may be assigned by the management.



COMPUTER PROGRAMMER II (1 vacant position)

SG 15 | Planning Monitoring and Knowledge Management Division –
Knowledge Management Section

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Converts project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language;
2. Develops and writes computer programs to store, locate, and retrieve specific documents, data, and information;
3. Designs, maintains and updates the agency's website and other social media accounts;
4. Conducts regular diagnosis of computer program/software and hardware, LAN, internet connectivity of the agency and recommend further action;
5. Drafts budgetary and technical requirement for all ICT related acquisition of the agency, including the MITHI project;
6. Provides technical assistance to other units/division;
7. Performs other functions as may be assigned by the management.



ADMINISTRATIVE OFFICER IV (1 vacant position)

SG 15 | Administrative, Financial and Management Division- Human Resource Development Section

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Assists the Section Chief in the following:
 - a. Execution of policies, rules, regulations and programs in all areas of human resource development;
 - b. Assessment of strategic human capital needs and requirements in relation to organizational goals, plans and programs;
 - c. Collaborative efforts in the development of innovative and responsive human resource programs in the following areas; Recruitment, Selection and Placement, Performance Management, Learning and Development, Rewards and Recognition, Salaries and Compensation, Career Development, Promotion and Transfers, and Retirement;
 - d. Development, maintenance and periodically update of the human resource aspects of the Human Resource Management Information System (HRMIS) database and other IT innovations;
 - e. Provision of technical advice on human resource development issues and other related relevant matters; and
 - f. Provision of secretariat services to various Human Resource related committees.
2. Formulates, implements and ensures timely submission of plan and budget, and accomplishment and other reports of the Section;
3. Ensures close coordination between and among the operating units on their respective concerns; and
4. Performs other functions as may be assigned by the immediate supervisor.



ADMINISTRATIVE OFFICER II (1 vacant position)

SG 11 | *Administrative, Financial and Management Division- Budget Section*

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	None required
Training	:	None required
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Assists in the preparation of budget proposals and realignment of expenditures of the Agency;
2. Develops, maintains and periodically updates the budgeting aspects of the FAMIS database;
3. Coordinates and compiles budget proposals of Divisions in the Agency;
4. Reviews fiscal documents and accounts relating to disbursements;
5. Prepares report on activities undertaken on a number of projects/program where budget operations are undertaken; and
6. Performs other functions as may be assigned by the management.



DEVELOPMENT MANAGEMENT OFFICER I (1 vacant position)

SG 11 | Policy Development and Coordination Division- Council Support and Coordination Section

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	None required
Training	:	None required
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Assists in the preparation, implementation and timely submission of plan and budget and accomplishment and other reports of the Section;
2. Assists in the provision of technical guidance on policy development at the national level:
 - a. Monitoring current and emerging issues and concerns on agri and fisheries;
 - b. Setting the policy agenda;
 - c. Policy research (data collection analysis, policy brief); and
 - d. Policy implementation monitoring.
3. Assists in the provision of guidance in the conduct of consultation activities, policy dialogues and policy formulation at the national level;
4. Assists in spearheading collaborative efforts with technical departments and partners in the conduct of researches and/or policy studies to generate substantive inputs, relevant agenda and/or up to date references for use during consultations and other stakeholder forums;
5. Assists in advocacy efforts by creating enabling environment/policies/initiatives that will encourage participatory development in agricultural and fishery sectors and other national decision-making bodies;
6. Assists in the development of stakeholders' feedback mechanism related processes and procedures;
7. Ensures close coordination between and among the operating units on their respective concerns; and
8. Performs other functions as may be assigned by the management.