

VA/M&E-IRBM/PRF/2022/003

In anticipation of the approval of the UNDP/GEF/ASEAN/PEMSEA '*Reducing Pollution and Preserving Environmental Flows in the East Asian Seas through the Implementation of Integrated River Basin Management in ASEAN Countries*', (IRBM) project the following post is being advertised by PEMSEA Resource Facility, the implementing agency of the project.

Post Title	IRBM Project Monitoring and Evaluation Officer
Type	National/Local
Duty Station	Manila, Philippines
Duration	Fixed-term of 2 years with possibility of extension, subject to satisfactory performance and availability of project funds
Closing Date	30 September 2022

Organizational Context

Under the supervision of the Regional IRBM Project Manager (RPM), the IRBM Project and M&E Officer (PMO) has the responsibility for overall technical backstopping and management support to the RPM, including monitoring the progress of the project implementation with quality and transparency in accordance with the Project Document. The PMO's primary responsibility is to support the RPM by coordinating with international and national consultants and National PCU staff in the timely delivery of quality project activities and outputs and M&E reports as stipulated in the Project Document.

Key Functions/Key Results

Key functions of the PMO include:

- Coordinating IRBM project planning and preparation work for project initiatives at the regional, national and local levels;
- Overseeing and monitoring the preparation and status of project proposals, work plans and budgets, and receiving relevant documentation for review and approval;
- Compiling, summarizing, and presenting information/data on specific project and related topics or issues;
- Reviewing project documents for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature;
- Implementing evaluation policies and strategies of the IRBM Project;
- Updating as necessary Monitoring and Evaluation plans, consistent with the national M&E framework, in consultation with the participating countries;
- Facilitating review of progress on a quarterly basis and ensure problem solving through remedial actions;

- Assisting National PCUs in the identification of potential implementation problems and bottlenecks and recommend appropriate strategies to address them;
- Preparing quarterly and annual programmatic progress updates on the project in accordance with the Project Document.

Corporate Competencies

- Demonstrate integrity by modeling the PEMSEA's and UNDP's values and ethical standards;
- Promote the vision, mission, and strategic goals of PEMSEA and UNDP;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treat all people fairly without favoritism.

Functional Competencies

- Promote knowledge management in PEMSEA and a learning environment in the office through leadership and personal example;
- Actively work towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills;
- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation and monitoring of management projects;
- Build strong relationships with clients, focuses on impact and result for the client and respond positively to feedback;
- Consistently approach work with energy and a positive, constructive attitude;
- Demonstrate good oral and written communication skills;
- Demonstrate openness to change and ability to manage complexities;
- Lead teams effectively and shows mentoring as well as conflict resolution skills;
- Demonstrate strong oral and written communication skills;
- Remain calm, in control and good humored even under pressure; and
- Ability to work in a team.

Qualifications and Skills Required

Education: At least a Master's degree in water or coastal resources management, river-basin management, environmental or marine sciences or engineering.

Experience:

- At least 5 years of related experience in the field of water and/or coastal resources management, river-basin management, environmental management, preferably in ASEAN region;
- Extensive knowledge of monitoring and evaluation methodologies i.e. both quantitative and qualitative data collection, processing and analysis;
- A strong background in river-basin and/or ICM management programs, having managed projects wherein systematic input, output and process data were collected and used to guide programming;
- Knowledge of sampling and questionnaire design;
- Experience in designing and implementing country level projects and M&E processes;
- Experience working with and maintaining good relations with international, as well as counterparts and beneficiaries (e.g. national and local governments, NGOs, consultants, and private sector);

- Solid experience in the management of people and systems in high-pressure environments.

Language Requirement: Fluency in the English language, with effective oral and written communication skills. Familiarity with languages of participating countries is an asset.

IT Skills: Proficiency in the use of various software applications (MS Word, MS Excel, MS Project, and Financial Systems) and adequate knowledge and practical experience in handling web-based management systems.

Submission of Applications

Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to recruitment@pemsea.org. Kindly indicate the vacancy number and post title when applying (in the subject line) by email. The deadline for submission of application is **30 September 2022**. Applications received after the closing date will not be considered. Only those candidates that are shortlisted will be notified.

PEMSEA seeks to increase the number of women at senior levels and therefore, qualified women are particularly encouraged to apply. PEMSEA will make every effort to facilitate the employment of persons with disabilities.

For more information on PEMSEA, please visit www.pemsea.org