
Post Title	IRBM Project/Technical Officer
Type	Local Consultancy
Duty Station	Manila, Philippines
Duration	One year contract, renewable subject to performance appraisal and availability of funding
Closing Date	19 December 2022

Organizational Context / Scope of Work

Under the guidance of the Executive Director of PEMSEA and direct supervision of the Regional IRBM Project Manager (RPM), the Project/Technical Officer will work with the National Coordinating Units, River Basin Organizations and the RB Coordinating Unit in each country for:

- 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 including: SORB template, SORB Guide, technical report on good practices, IRBM Guide, review of monitoring program in each RB, capacity assessment in each RB, drafting and finalization of SORB reports (baseline; progress), RB governance and management review, etc.
- identifying and managing project risks through appropriate risk mitigation measures;
- planning and prioritizing own activity in support of the RPMU team, ensuring project management activities are carried out in an efficient manner;
- managing and coordinating post-contractual matters on projects, project closures and follow-up work;
- play a key role in the delivery of RPMU's and project-related communication, marketing and dissemination activities;
- make recommendations to improve the efficiency and effectiveness of projects managed by RPMU;
- undertake other duties, from to time to time, which are broadly in line with the above key responsibilities.

Qualifications and Skills Required

Education: At least a Master's degree in River-basin Management, Water Resources Management, Coastal and Marine Policy and/or Environment and Natural Resources Project Management.

Experience: At least five (5) years of relevant experience in the coastal and marine or river basin sector. Familiarity with the environmental policies, programs and operating modalities of local and national governments of the six (6) participating ASEAN countries is desirable.

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 **19 December 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