



VA/MOF/PEMSEA/ODA/2023-001

Under the MOF/PEMSEA ODA Project entitled '*Reducing Marine Plastics in the East Asian Seas Region*' supported by the Ministry of Oceans and Fisheries (MOF) of RO Korea, the following post is being advertised by PEMSEA Resource Facility, the implementing agency of the project.

Post Title	Technical Officer (2 posts)
Type	National Consultant
Duty Station	Manila, Philippines
Duration	Fixed-term of 1 year with possibility of extension, subject to satisfactory performance and availability of project funds
Closing Date	3 February 2023

Organizational Context

Under the supervision of the Regional Project Manager (RPM), the Technical Officer's primary responsibility is to provide technical inputs to the national and regional components of the project and ensure that the project activities are implemented as planned in accordance with the project document, to the required standard of quality and within the specified constraints of time and cost.

Key Functions/Key Results

- Draft, review, edit and contribute to the production of technical publications developed or commissioned by the Project.
- Assist the RPM in preparing and organizing the Project Steering Committee (PSC) meetings.
- Act as country coordinating officer for Project activities in one of the participating countries under the supervision of the RPM.
- Supervise country coordinators for project activity implementation at local sites under the supervision of the RPM.
- Support RPM in liaising with project participating countries, donors, and other stakeholders involved in the project implementation. Draft written outputs, e.g., background papers, briefing notes, presentations to internal and external partners, speeches, mission reports and other inputs for presentations by RPM on project-related issues for specialist or non-specialist audiences.
- As requested by the RPM and with the approval of the ED, participate as a speaker in international conferences, exhibitions and other outreach activities representing the Project and PEMSEA.
- Manage the organization of training workshops, seminars, expert groups, in collaboration with the Training and Capacity Development Officer, etc. Participate and make presentations on assigned topics related to the Project.

- Prepare the Project Quarterly Progress Report (progress against planned activities, update on Risks and Issues, expenditures).
- Assist the RPM in preparing the Annual Review Report and the Annual Work Plan for the following year, as well as Quarterly Plans if required.

Technical Adviser/Coordination Function

- Lead the communication and outreach component of the Project by maintaining project web-site, coordinating with PEMSEA public information services and others to ensure project results are advertised in coordination with the Communications and Knowledge Management Unit.
- Undertake organization of the project's events, identifying potential hosts of the event, selecting suitable venues, organising logistics, developing promotion materials and securing sponsors.
- Monitor and identify the needs of the Project participating countries, in direct contact with their National Focal Points or other government officers, facilitate project support to those countries to implement the legal, policy and institutional reform process to address the issue of the marine plastic litter.
- Produce or oversee production of awareness-raising and information materials on marine plastic litter and project objectives and achievements.
- Ensure project progress and impact through liaisons with stakeholders' participation and quality delivery of activity deliverables, according to project work plans and budget.

Project Management Function

- Support the RPM in monitoring the progress of the project and review achievements in relation to the Project results framework and indicators. As assigned prepare reports and present results to the donors and project stakeholders.
- Coordinate the development and implementation of project planning and oversee the preparation of related documents/reports (pledging, work programme, project budget, etc.).
- Provide management and financial analyses. Review budget revisions and ensure that all operations, financial administration and procurement activities initiated by or assigned to the Project are conducted according to PEMSEA standards and procedures and in coordination with other PRF staff.
- Manage and oversee procurement for the Project. Draft tenders for expressions of interest for providing services required by the Project, including defining the services, qualifying criteria, requirements, expected deliverables and timeframes. Participate in the analysis and selection of proposals.
- Draft terms of reference for contracting experts and consultants and oversee contractual arrangements. Review and edit consultant reports and provide feedback on performance.
- Perform other related duties, particularly in the absence of the RPM, as required.
- Prepare the annual work plan based on the Project Document, in close consultation and coordination with the PSC, regional and national project partners and relevant donors.
- Organize and supervise all reporting activities to MOF (Funding Agency), PEMSEA (Implementing Agency), PSC, ensuring adherence to PEMSEA's administrative, financial and technical reporting requirements.
- Mobilize goods and services for project activities, including preparing and overseeing the development of Terms of Reference for consultants and contractors.

Qualifications and Skills Required

Education: At least a Bachelor's degree in Solid Waste Management, Marine Litter Management, Water Resources Management, Coastal Resources Management, Environmental or Marine Science, or Engineering.

Experience: At least five (5) years of development work experience at the management level, preferably in the ASEAN region. Practical experience in plastic waste, marine litter and coastal resources management is essential. Familiarity with the environmental policies, programs and operating modalities of local and national governments of the two (2) participating PEMSEA countries is required.

Language Requirement: Fluency in the English language, with effective oral and written communication skills, is a must.

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 **3 February 2023**. 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