



**Terms of Reference**  
**Communications and Knowledge Management Coordinator**

**General Information**

*Reference:* VA/CKM/PRF/2024/003  
*Title:* Communications and Knowledge Management Coordinator  
*Assignment:* Short-term Individual Service Contract  
*Duty Station:* Metro Manila, Philippines  
*Duration of Assignment:* 9 months (April – December 2024)

**Background**

Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) is an intergovernmental organization specializing in ocean governance for the Seas of East Asia. Beginning as a regional project in 1993 under the United Nations Development Programme (UNDP) with funding support from the Global Environment Facility (GEF), 11 countries in the region worked together to transform PEMSEA into a fully self-sustaining regional organization with a mission to foster and sustain healthy and resilient oceans, coasts, communities and economies across the Seas of East Asia through integrated management solutions and partnerships. PEMSEA's mandate is to jointly implement a regional marine strategy, the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA).

PEMSEA implements SDS-SEA through various programs and projects at the regional, national and local levels with cross cutting support on communications and knowledge management as specified in PEMSEA's Communications Strategy.

One of PEMSEA's key governance mechanisms is the East Asian Seas (EAS) Congress. The EAS Congress is a premier triennial event participated by hundreds of organizations, experts, and professionals working on sustainable development of coasts and seas. It includes an international conference, Ministerial Forum, exhibition, intergovernmental meetings, and is a key networking for the global ocean community. The EAS Congress 2024 will be held on 6-8 November 2024 in Xiamen, China, in collaboration with the Xiamen World Ocean Week, with several pre-Congress activities conducted throughout the year.

The Communication and Knowledge Management Coordinator shall oversee the implementation of PEMSEA communication strategy, including a) managing the *pemsea.org* website and traditional and social media (e-bulletins, e-publications and multi-media materials in English) and b) working with various projects to promote and facilitate the transfer of information, experience and good practices developed and contribute project information to GEF's IWLEARN and other relevant communication platforms. He/she shall ensure that the project results and impacts are disseminated effectively to the most relevant target audiences, primarily, PEMSEA partners and network members and other relevant policy makers, business, academe, youth and local communities.

## **Specific Functions and Responsibilities**

### Communications Lead

- Focal person of the Communications, Marketing, and Knowledge Management Unit.
- Provides quality assurance check to all communications and knowledge management outputs.
- Work with other units for relevant comms and KM support.

### Social media management

- Oversee and manages social media accounts of PEMSEA.
- Responsible for creating and updating contents related to PEMSEA.
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### PEMSEA Website

- Oversee the maintenance and management of PEMSEA website.
- Lead the development of contents and copies/stories for PEMSEA website.

### SEA Knowledge Bank

- Oversee the updates and maintenance of the SEA Knowledge Bank.
- Quality assurance check on the information being uploaded in the platform.
- Lead team coordination and clearance of the platform developer's work.

### EAS Congress 2024

- Assume the Communications and Marketing Committee Lead role.
- Support to Secretariat Coordinator in the bilateral meetings with the host country/government, where relevant.
- Implement the EAS Congress Communications and Marketing Plan.
- Writing of copies and development/conceptualization of other Congress materials including web contents (except for pre-Congress social media contents).
- Development and content of special e-bulletin in coordination with Technical Officer (only for Congress-related news including pre-Congress content: 16<sup>th</sup> PC, RTD, Youth Forum).
- Support in concept note writing for plenary sessions, where relevant.
- Media outreach and engagement.
- Develop during and post-event write-ups and promotions, .

## **Qualifications**

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**Education:** Bachelor degree in communication, public policy, information technology, social development or other related fields.

**Work Experience:** A minimum of 4 years of progressively responsible work experience in the area of communications, particularly in translating policy/technical language to easily accessible language. Experience in working with coastal, river basin, marine, maritime and fisheries sector is desirable.

Other considerations:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Participates effectively in a hybrid team-based information-sharing environment, collaborating and cooperating with others
- Can work independently and under minimal supervision with clear and agreed work plan and deliverables
- Promotes a knowledge of sharing and learning culture within PEMSEA
- Willing to learn more about strategic planning and results-based management activities
- Ability to manage challenging and act in situations needing rapid and/or pro-active communications response

### **Submission of Application**

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Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to [recruitment@pemsea.org](mailto:recruitment@pemsea.org). Kindly indicate the vacancy reference number and post title when applying (in the subject line) by email. The deadline for submission of application is **10 March 2024**. Applications received after the closing date will not be considered. Only those candidates that are shortlisted will be notified.

For more information on PEMSEA, please visit [www.pemsea.org](http://www.pemsea.org)