

Vacancy Code	<b>VA/PRF/2020/CSA-SC/001-Local (Philippine Nationals) Hire</b>
Post Title	<b>PEMSEA Resource Facility (PRF) Secretariat Coordinator</b>
Duty Station	<b>Manila, Philippines</b>
Contract Type	<b>Individual Contractual Agreement (ICA)</b>
Duration	<b>1 year renewable</b>
Closing Date	<b>9 September 2020</b>

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**Organizational Context**

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Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) is an intergovernmental organization specializing in integrated coastal management and ocean governance for the Seas of East Asia. Starting 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 resolved 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 pursue implementation of an adopted regional marine strategy, the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA).

The PRF Secretariat Coordinator is a member of the PRF Executive Director's Office, Technical Committee and Knowledge Management Working Group. Under the supervision of the Executive Director and in close collaboration with the members of the PRF Management Committee (MANCOM) and the Project Implementation Group, the PRF Secretariat Coordinator will be responsible for: 1) overseeing planning, conduct and operations of the EAS Partnership Council and its Executive Committee as well as the PRF's Technical Committee; and 2) planning, developing and delivering PEMSEA Services in support of a self-sustaining, country-owned PEMSEA regional organization.

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**Major Functions/Key Results**

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**1) Secretariat Services** (approximately 50% of time allocation)

Secretariat Services enables the Partnership Council and the Executive Committee to carry out their roles of providing overall direction to PEMSEA, reviewing its progress and defining the strategies needed to attain its development goals. Essentially, the PRF Secretariat Coordinator is responsible for the following:

- **requirement handling**, namely planning, organizing and conducting PC, EC and TC meetings in collaboration with PRF staff, and taking records of recommended actions. Through

constant communications with partners, EC members and PRF staff, the PEMSEA Secretariat Coordinator gathers and communicates their requirements to the PRF's Executive Director's Office and MANCOM

- **capability determination**, namely undertaking necessary steps to determine the delivery requirements emanating from the PC, EC and TC and consulting with the ED regarding the capability and timeframe of the PRF in delivering the requirements
- **resource allocation / provision**, namely preparing an annual budget for programmed Secretariat Services and, as required, facilitating the preparation of contracts/agreements with third party service providers
- **monitoring and reporting**, namely undertaking monitoring of the Secretariat Services main activities by regularly checking and recording the progress of its service delivery plan and undertaking the necessary corrective and preventive actions to address problem areas, including the development and implementation of a customer feedback mechanism

## 2) PEMSEA Services (approximately 50% of time allocation)

In support of the delivery of outcomes and output of the SDS-SEA Implementation Plan, the PRF Secretariat Coordinator will be responsible for coordinating the planning and development of the following:

### Facilitation & Secretariat Services

*Apart from the core tasks of the PRF Secretariat Coordinator for regular PC, EC, and TC meetings, the Secretariat Coordinator also provides services for the planning, organization, documentation and monitoring of recommendations/decisions of the following events/activities:*

- Audit Committee Meeting (twice a year)
- East Asian Seas (EAS) Congress (triennial)
- PEMSEA Network of Local Governments (PNLG) and its Executive Committee (annually)
- World Ocean Week Workshop (annually)

### Expected Outputs

The expected outputs are as follows:

#### 1) Secretariat Services

- Planning, organization (programme and logistical aspects), support during actual conduct, documentation and monitoring of results of the following:
  - EAS Partnership Council Meeting
  - Executive Committee Meeting
  - PRF Technical Committee Meeting
  - PNLG Executive Committee Meeting
  - PEMSEA Audit Committee Meetings
  - Preparation of M&E reports for CSA and coordination of project reports
  - Preparation of annual PEMSEA Accomplishment Reports in collaboration with technical staff and communications unit

#### 2) PEMSEA Services

- Planning, organization, support during actual conduct, documentation, and monitoring of results of the following:
  - PNLG Forum

- EAS Congress and Ministerial Forum (including preparatory meetings)
- Xiamen World Ocean Week

### **Qualifications and Skills Required**

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**Education:** University education (Master's degree an advantage) in English, Communications, International Relations, Foreign Service, Policy/Administration

**Experience:**

- a. At least 4-6 years of working experience especially in organizing large-scale intergovernmental and multisectoral conferences/meetings
- b. Good organizational and planning skills and proven ability to work with multiple stakeholders
- c. Previous experience with regional organizations/ international projects is an advantage
- d. Ability to effectively coordinate a multidisciplinary team of experts and consultants
- e. Be an effective negotiator with excellent oral and presentation skills
- f. Excellent written communication skills including the ability to prepare clear meeting reports and proceedings

**Language Requirement:** Proficiency in written and oral communication skills in English. Knowledge of the language of any participating country in the region is an advantage.

**IT Skills:** Proficiency in standard computer software (word processing, excel, presentations, databases and internet.)

### **Submission of Applications**

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Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to [info@pemsea.org](mailto:info@pemsea.org). Kindly indicate the vacancy number and post title when applying (in the subject line) by email.

### **Additional Considerations**

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Applications received after the closing date will not be considered. Only those candidates that are shortlisted for interviews will be notified. Qualified female candidates are strongly encouraged to apply.

For more information on PEMSEA Resource Facility, please visit the website at [www.pemsea.org](http://www.pemsea.org)