

Vacancy Code	<b>VA/PRF/EASC/2018/001</b>
Post Title	<b>Programme Assistant</b>
Duty Station	<b>Manila, Philippines</b>
Position Type	<b>Temporary Hire</b>
Duration	<b>1 March to 31 December 2018</b>
Deadline for Application	<b>26 February 2018</b>

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**Background**

PEMSEA is organizing the EAS Congress 2018 in collaboration with the Department of Environment and Natural Resources (DENR). The EAS Congress 2018 will be held on November 27-30, 2018 at the Iloilo Convention Center, and will carry the theme “25 Years of Partnerships for Healthy Oceans, People and Economies: Moving as One with the Global Ocean Agenda”.

In line with the EAS Congress preparations, the PRF requires additional support in terms of research and writing of various articles, as well as secretarial support.

This additional support will be for a short-term basis and will only cover the duration of the EAS Congress 2018 preparations and organization.

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**Scope of Work**

The Programme Assistant will be under the direct guidance and supervision of the Secretariat/Congress Coordinator. He/She is expected to report on a daily basis and will provide assistance mainly to the Technical and Exhibit Team as well as the Promotions and Marketing Team.

In particular, he/she will assist in conducting necessary technical research on various topics covered under the EAS Congress International Conference sessions, as well as on key publications to be developed as part of the EAS Congress. He/she will also assist in coming up with various promotional articles on the EAS Congress. On other aspects of Congress preparation, he/she will assist in finalizing, printing, and filing of various letters, as well as monitoring various queries and responses related to the EAS Congress.

<b>Expected Outputs</b>	<b>Schedule</b>
Prepare, file and monitor EAS Congress letters	March - October 2018
Write articles/updates as part of Congress promotions	1-2 articles per month
Conduct research on assigned topics related to Congress sessions/presentations	March - August 2018
Assist in compiling programs from session conveners	May - August 2018
Depending on Congress needs, may also be tapped to serve as documenter during actual Congress	November 2018
Undertake other Congress-related activities as may be assigned	February -December 2018

## **Qualifications and Skills Required**

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- One to two years work experience, preferably with Journalism or Public Relations background;
- Some knowledge of current social and environmental sustainability issues, especially in the developing world, with knowledge of oceans a plus
- Strong written and oral communication skills in English required.
- Proficiency with standard software and applications, e.g., word processing, spreadsheets, presentations, etc.

## **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. The deadline for submission of application is **26 February 2018**.

## **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.

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