



## Terms of Reference PRF Internship

### General Information

<i>Reference:</i>	<i>VA/INTERNSHIP/PRF/2024/001</i>
<i>Title:</i>	<i>Intern</i>
<i>Duty Station:</i>	<i>Metro Manila, Philippines</i>
<i>Duration of Assignment</i>	<i>9 months (April – December 2024) reporting 2 or 3 times a week</i>

### 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).

One of its 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 a 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 PRF is seeking **three (3)** qualified interns who can provide technical and logistical support to the key PRF activities leading up to the 2024 EAS Congress.**

### Objectives of the Internship Programme

1. To provide students/young professionals the opportunity to enhance their educational and professional experience through practical work assignments;
2. To expose and enable them to understand PEMSEA as an organization, its key approaches and uniqueness in promoting regional ocean governance in the Seas of East Asia, and the role of various units in achieving its targets;
3. To allow interns to grow professionally by using and refining their skills related to existing programmes at PRF that suit both their skills and interest;

4. Based on the interns' personal interest and needs of PRF, to generate novel ideas, perspectives and fresh insights and specialized knowledge and skill sets to PRF workplace.

### **Roles and Responsibilities**

Under the guidance of the Executive Director, direct remote/physical supervision of the Secretariat Coordinator, and/or the Training and Capacity Development Manager and in close collaboration with other staff of the PEMSEA Resource Facility (PRF), the interns will be responsible for providing support across three key initiatives:

1. Provide research/technical/operational assistance in the following areas:
  - Program development of the East Asian Seas (EAS) Congress 2024, which may include the following among others:
    - Research on the current and emerging issues on ocean and coastal development, particularly on climate, biodiversity and plastic pollution;
    - Review of the country implementation of relevant global and regional agreements, conventions, and policies;
    - Monitoring active international negotiations and other global events related to coasts and ocean; and
    - Review of the PEMSEA partner implementation of the SDS-SEA IP 2023-2027 targets.
2. Provide support in:
  - Preparing the agenda, program, and other technical or logistical documents for key PRF meetings such as those involving the PEMSEA Network of Local Governments (PNLG), EAS Partnership Council and its Executive Committee and the EAS Congress;
  - A documenting proceedings during key PRF meetings;
  - Organizing and regularly updating online meeting/event documents in a shared portal
  - other technical/logistical support during key PRF events such as, but not limited to, EAS Partnership Council and its Executive Committee meetings, PNLG and PNLC Executive Committee Meetings, and EAS Congress 2024 events; and
  - Provide technical/logistical support to other staff operations, as needed.
3. Provide support in the capacity development and training activities of PEMSEA, which include but are not limited to:
  - Preparing the agenda, program, and other technical or logistical documents for meetings or Congress-related activities of the PEMSEA Network of Learning Centers (PNLC), EASC technical sessions and other related PNLC work

### **Qualifications and Skills Required**

On educational background: Preferably enrolled university students or graduates majoring in environment, natural resource management, international studies, journalism, social sciences and/or related fields.

On language: Should have business level proficiency in written and oral communication skills in English. Knowledge of the language of any participating country in the region is an advantage.

On IT:

- Should be proficient in the internet, Microsoft Office, and online meeting platforms (i.e. Zoom, Google Meet, Microsoft Teams).
- **Should have own laptop and stable Internet connection, sufficient for office work and video calls.**
- Knowledge and experience with graphic design is an advantage.

Other qualifications:

- Familiarity of and experience working with the coastal and marine development sector

**Additional Considerations**

The individual:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Participates effectively in an online team-based information-sharing environment, collaborating and cooperating with others
- Can work independently and under remote supervision with clear and agreed work plan and deliverables
- Promotes a knowledge of sharing and learning culture on the Project Team
- Eager to learn more about strategic planning and results-based management activities
- Openness to change and ability to manage challenging situations, e.g. online/remote internship
- Responds positively to constructive feedback

Applicants are requested to submit cover letter and CV via email to [recruitment@pemsea.org](mailto:recruitment@pemsea.org). Kindly indicate the vacancy reference number and title of requirement when applying (in the subject line) by email.

Deadline of application is on 16 February 2024. Only candidates that are shortlisted will be notified. For more information on PEMSEA, please visit [www.pemsea.org](http://www.pemsea.org).