

**MOF/PEMSEA ODA PROJECT**  
**REDUCING MARINE PLASTICS IN THE EAST ASIAN SEAS REGION**

**VA/ODA PROJECT/2025-002**

Title:	National Project Coordinator
Type:	National consultant (a Timorese only)
Duration:	Until 31 December 2025, with possibility of extension, subject to satisfactory performance and availability of project funds
Duty station:	PEMSEA Office in MALFF, Dili, Timor-Leste
Renumeration:	A lumpsum of \$1,000/month
Closing Date:	28 February 2025

**PROJECT CONTEXT**

The Marine Plastics ODA Project, funded by the Ministry of Oceans and Fisheries (MOF) of the Republic of Korea, is a collaborative initiative under Partnerships in Environmental Management for the Seas of East Asia (PEMSEA). The project aims to reduce marine plastic pollution in the East Asian Seas Region by enhancing local governance, demonstrating innovative solutions, strengthening capacities, and fostering partnerships among stakeholders. The project spans six years (2023–2028) and involves six pilot project sites in the Philippines and four sites in Timor-Leste. These pilot sites serve as focal areas for implementing solutions to address ocean-bound plastic pollution through local interventions, capacity-building activities, and cross-sectoral collaboration.

The ODA project established a Regional Steering Committee (RSC) comprising the donor, participating countries and PEMSEA with the Regional Project Management Unit (RPMU) serving as the Secretariat. At the country level, the National Project Board of Timor-Leste (NPB TL) is established with a National Project Coordinator (NPC) acting as the secretary to the NPB TL. The NPC is hired by the PEMSEA Resource Facility (PRF) and supervised by the Chair of the NPC for coordinating the project activities at the national and local levels in Timor-Leste.

**ORGANIZATIONAL CONTEXT**

Under the direct supervision of the Chair of the NPB TL and in close coordination with the RPMU of the PRF, the NPC’s primary responsibility is to coordinate project activities with national and local stakeholders of Timor-Leste as well as the RPMU. The NPC will provide technical inputs to the project activities and outputs of the Timor-Leste sites 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.

**ROLES AND RESPONSIBILITIES**

The roles and responsibilities of the NPC are to, but not limited to:



- Act as the secretary of the NPB TL in the implementation of the project at the national level.
- Organize the NPB TL meetings as requested by the Chair and members of the NPB TL and the RPMU.
- Liaise with the Local Project Teams at the four project sites of Timor-Leste for monitoring project progress and ensuring timely and quality project outputs.
- Liaise with the RPMU to ensure seamless communication and collaboration between the local, national and regional levels.
- On behalf of the NPB TL, coordinate with relevant government agencies, local government units, NGOs, local communities, academic institutions, and private sector entities to facilitate their active participation in the project.
- Collaborate with the RPMU to align national project activities with the overall project plan, ensuring consistency with national policies and priorities related to marine plastics reduction.
- When requested, develop and implement action plan at the national level, considering the unique context and priorities of the country.
- Collect and analyze national and local data and information, as requested, to inform national-level decision-making and reporting.
- Monitor and evaluate the progress of the project at the national level, addressing any challenges or issues that may arise.
- Participate in the Regional Steering Committee (RSC) meetings, providing updates on the national project's progress, outcomes, challenges, and proposed solutions, when requested.
- Other activities and tasks related to the project, as requested by the RPMU.

#### **QUALIFICATIONS AND SKILLS REQUIRED**

- **Education:** At least a Bachelor's degree in Marine Science, Environmental Science, Environmental Engineering or related degrees. Studies on specific subjects such as solid waste management, marine litter management, coastal resources management is an advantage.
- **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 and solid waste management policies, programs and operating modalities of local and national governments of Timor-Leste is required. Work experience in International organizations is an advantage.
- **Language Requirement:** Fluency in 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.

#### **MONITORING OF PERFORMANCE**



The NPC will submit a monthly report together with a request of payment to the RPMU.

### **WORKING ARRANGEMENTS**

The NPC will be stationed in the PEMSEA Office in MALFF, Dili, Timor-Leste. The NPC is required to report to the office at least 3 days a week. When a meeting is requested, the NPC is required to report to the office.

### **SUBMISSION OF APPLICATION**

Applicants are requested to submit:

1. Duly accomplished Letter of Confirmation of Interest and Availability;
2. Detailed Curriculum Vitae, indicating all past experience from similar projects, as well as the contact details (email and telephone number).
3. Brief description of why the applicant is considered as the most suitable for the assignment.

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

### **ADDITIONAL CONSIDERATIONS**

Bid applications received after the closing date will not be considered. Only those candidates that are shortlisted will be notified. For more information on the ODA project, please visit [www.pemsea.org](http://www.pemsea.org).

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