



Terms of Reference Library Intern

General Information

Reference: VA/INTERNSHIP/PRF/2025/002
Title: Library Intern
Duty Station: Metro Manila, Philippines
Duration of Assignment: September -December 2025

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).

The PRF is seeking one (1) qualified intern looking for an 'on the job training' and provide library services/support.

Roles and Responsibilities

Under the guidance of the Executive Director, direct supervision of Communications and Knowledge Management Specialist and in close cooperation with other members of PRF's Communications Unit, the Library Intern will

- a) Review the current state of Dr. Chua Thia Eng physical library and PEMSEA online library and provide recommendations on enhancing its physical upkeep, maintaining the library's reference collection and engaging in outreach activities to promote library resources and services.
- b) Update the physical catalogue system and organize the library materials.
- c) Ensure that the online Library is updated and accessible online, with the help of the IT specialist and webmaster
- d) Provide library instruction sessions on placing labels and call numbers to new acquisitions, locating and accessing information resources, provide guidance on using library catalogs, database and other online tools

Qualifications and Skills Required

On educational background: At a minimum, fresh graduate or graduating university students or graduates studying library science and/or related fields.

On experience: Previous experience in a library setting, particularly in cataloguing, referencing and other user friendly services.

On language: Should have business level proficiency in written and oral communication skills in English.

On communication tools, software, and hardware

- Familiarity and experience in using library-related technologies, online databases, and digital resources.
- Knowledge and experience with environmental work/coastal and marine development sector an advantage.

Other qualifications:

- Ability to analyze information needs, identify relevant resources, and guide users to appropriate materials.
- Ability to work effectively with a diverse range of users and collaborate/share expertise with colleagues.
- Proactive, helpful, and patient, with a strong commitment to providing excellent customer service.
- Ability to adapt to new technologies and changing user needs.
- Keeping updated on new trends in librarianship, information technology, and research methodologies.
- Ability to design activities to promote use of library resources

Applicants are requested to submit cover letter and CV via email to 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 **15 August 2025**. Only candidates that are shortlisted will be notified. For more information on PEMSEA, please visit www.pemsea.org.