



VA/PRF/ED/2025/003

Post Title	Executive Director
Duty Station	Manila, Philippines
Duration	3 years renewable
Level	D1
Closing Date	30 March 2026

Organizational Context

Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) is a regional coordinating mechanism for the sustainable development of coastal and marine areas in the East Asian Seas region. PEMSEA has 11 Country Partners (CP) and 21 Non-Country Partners (NCP) to implement the Sustainable Development Strategy for the Seas of East Asia.

The Executive Director, working under the guidance of the East Asian Seas (EAS) Partnership Council and Executive Committee, provides the necessary leadership for the smooth and effective operation of PEMSEA as an intergovernmental and multisectoral partnership mechanism responsible for coordinating and facilitating the implementation of the joint regional strategy called the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA).

Supporting the Executive Director are different units of the PEMSEA Resource Facility (PRF) which acts as the technical and secretariat arm of PEMSEA. PRF comprises of the following units, i.e. Executive Director's Office; Administration, Finance and Human Resources; Planning and Partnership Development; Communications, Marketing and Knowledge Management, Project Management and other Professional Services (certification, monitoring, investment, facilitation).

Duties and Responsibilities

Supervising and coordinating the work of the five major units of the PRF, particularly in terms of program planning, development, implementation, resource mobilization, monitoring, reporting and evaluation, in accordance with the decisions of the Ministerial Forum, the EAS Partnership Council and the Executive Committee regarding the governance of PEMSEA and the implementation of the SDS-SEA.

- Facilitating the execution of the strategies and action programs of the SDS-SEA Implementation Plan 2023-2027, by developing and implementing partnership arrangements and initiatives aimed at policy and functional integration of government and non-government programs, projects and investments in sustainable coastal and ocean development and management.
- Managing the operation of the PRF ensuring cost-effective and efficient management of the office facilities; quality supervision of a multi-disciplined team; guidance for the development of

strategies, policies and services aimed at strengthening PEMSEA as a self-sustaining regional mechanism for the Seas of East Asia; and oversight of the execution, updating and refinement of the 5-year SDS-SEA implementation plan.

- Serving as Executive Secretary to the EAS Partnership Council and its Executive Committee and Chief Executive Officer of PEMSEA, with responsibilities for organizing and coordinating the conduct of the EAS Partnership Council, the Executive Committee, the triennial EAS Congress and Ministerial Forum, the PEMSEA Network of Local Governments (PNLG), the PEMSEA Network of Learning Centers (PNLC), and other governance mechanisms of PEMSEA.
- Evaluating progress and achievements of the organization and reporting the results to the Ministerial Forum, the EAS Partnership Council, the Executive Committee, sponsors and donors, collaborating organizations and sectors and the general public.
- Acting as Fund Administrator for the PEMSEA Development Fund, serving as custodian and administrator of the Fund; managing the Fund with due diligence in accordance with the PEMSEA Development Fund Management Guidelines; receiving, allocating and disbursing funds; recommending to the EAS Partnership Council the investment of funds in accordance with the Investment Management Guidelines; designating the bank or banks in which funds shall be kept; and submitting annual financial reports and audited financial statements to the EAS Partnership Council.
- Undertaking dialogues, consultations and consensus-building with high-level policy and decision-makers and other stakeholders on the national, regional and global levels with regard to the SDS-SEA implementation and PEMSEA's leadership role in the region with regard to coastal and ocean governance.
- Building linkages and partnership arrangements with relevant international organizations, programs and projects, governmental and non-governmental organizations, the business community and other collaborators to fulfill SDS-SEA objectives and targets, including their involvement in joint or collaborative planning, implementation, evaluation and refinement of the regional 5-year SDS-SEA Implementation Plan.
- Mobilizing financial support for the long-term sustainability of PEMSEA and the implementation of the SDS-SEA implementation via strengthening voluntary support from partners, organizing and promoting funding mechanisms to receive and administer funds contributed by donors, enhancing income derived from PEMSEA services, activities and events, facilitating joint planning and collaborative activities with Partners and other stakeholders, and advocating the value and benefits of PEMSEA's products and services within and outside the region, in accordance with PEMSEA's financial sustainability and marketing communication strategies and implementation plans.
- Pursuing collaboration and partnerships with national and international financing institutions, donor agencies, investors, corporate and private sector entities and sub-regional seas projects and programs with respect to the implementation of SDS-SEA, investments in blue economy initiatives, knowledge-sharing and other joint or collaborative activities.
- Advising Governments and other stakeholders of the changes of status of coastal and marine environment and natural resources and opportunities for enhancing blue economy development through preparation and dissemination of regional State of Oceans and Coasts reports, and making recommendations on program improvement based on the feedback received.
- Acting on ancillary needs to support the SDS-SEA thrusts and guide the operational units of the PEMSEA Resource Facility.

Required Competencies

Corporate Competencies:

- Demonstrates integrity by modeling SDS-SEA, PEMSEA, Partners' and Sponsors' values and ethical standards.

- Promotes the vision, mission and strategic goals of SDS-SEA and PEMSEA Partners.
- Demonstrates knowledge of and sensitivity to the diverse political, social and economic systems, levels of development, culture, traditions and dynamics of the Seas of East Asia region.
- Participates effectively in a team-based information-sharing environment, collaborating and cooperating with others.

Functional Competencies:

- Forward-looking and pragmatic vision, with leadership and consensus-building capabilities to manage intergovernmental and multidisciplinary region-wide programs and projects.
- Good balance of managerial, technical skills, financial management skills and entrepreneurial/ business acumen, with a track record in mobilizing resources and/or developing investments.
- Working experience related to coastal and ocean governance and integrated coastal management, with knowledge of the region, the participating countries and other major stakeholders.
- Familiarity with internationally-accepted fiduciary standards, rules and practices particularly related to managing intergovernmental and multi-sectoral region-wide programs and projects that are funded by multiple funding sources..
- Networking skills among government and non-government organizations in identifying and addressing common or shared objectives, challenges and needs for sustainable development of ocean and coastal resources.
- High-level consultation and interpersonal skills, diplomacy and tact in promoting interaction and cooperation with decision-makers and chief executive officers of governments, NGOs, international development organizations, financial institutions, and corporate and private sectors.

Qualifications and Skills Required

Education: At least a Master's degree, or equivalent, in natural or social sciences or other field related to the management of coastal and marine environment or natural resources. Candidates with doctorate degrees will be considered favorably.

Experience: At least ten-years of work experience with an excellent track record of accomplishments from a senior managerial level of a government or non-government organization/ institutions or senior management of international or UN organizations, with specialized training and experience in coastal and ocean governance, sustainable development and management of coastal and marine ecosystems and/or blue economy development with good management capacity, interpersonal skills and proven leadership quality.

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

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

Additional Considerations

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.