



VA/PRF/HR/2025-005

Title	Human Resources Specialist/Officer
Position/Type	Fixed term
Duration	January 2026- December 2026 (renewable based on performance)
Closing Date	15 October 2025

PEMSEA (Partnerships in Environmental Management for the Seas of East Asia) is a regional cooperation mechanism whose mission is to promote sustainable development of coastal and marine areas. It comprises of 11 country and 22 non country partners in the East Asian Seas region who are committed to implement a joint regional strategy called the 'Sustainable Development Strategy for the Seas of East Asia' (SDS-SEA). The PEMSEA Resource Facility serves as the technical and secretariat arm of the for the Partnership.

ORGANIZATIONAL CONTEXT

Under the direct supervision and guidance of the Executive Director, the Human Resources Officer/Manager shall manage the establishment and administration of human relation systems, programs and activities designed to attract, motivate and retain efficient and effective employees.

RESPONSIBILITIES

1. Manages all HR functions, from recruitment, job classifications, separations, contracts and relevant financial documentation, salaries and benefits/ entitlements, onboarding and familiarization of PEMSEA rules for new staff, performance appraisals and staff grievances to promotions and transitions, and promote a more resilient and supportive working environment.
2. In collaboration with the Management Committee,
 - Leads the review of QMS and PEMSEA Human Resource related policies, including the PEMSEA staff rules and regulations, Code of Conduct, Gender Equality and Social Inclusion and Gender and Sexual Harassment policies to ensure that they are 'fit for purpose'.
 - Leads the review of current staffing plans and design on structured training program for knowledge transfer
 - Leads the development of a succession plan to mitigate potential disruption and ensure institutional sustainability
3. Maintains the Human Resources Information Systems.
4. Implements and monitors the administration of Health and Life Insurance (CIGNA), PRF Retirement Fund, insurances related to death or injuries attributable to the performance of duties.
5. Trains and coaches unit staff in the development of their professional skills.

6. Acts as secretariat the PEMSEA Ethics Committee
7. Joins and actively participates in the activities of professional societies, particularly those which address Human Resources Management.
8. Promotes the mission, objectives, guiding principles, core values and positive image of PEMSEA at all times.
9. Establishes and maintains a productive and satisfying working environment through effective staff relations.
10. Performs other assignments and special projects as required.

QUALIFICATIONS AND SKILLS REQUIRED

Education: University degree in Psychology, Human Resources, Management, Business Administration, or one of the social/ technical sciences.

Experience: At least five years or more work experience in human resource development, preferably in an international organization. Experience working with regional organizations, environmental governance, or ocean/climate programs is highly desirable.

Language

Requirement: Fluency in the English language, with effective oral and written communication skills.

IT Skills: Proficiency in the use of various software applications (MS Word, MS Excel, MS Project, Financial Systems) and adequate knowledge and practical experience in handling web-based management systems.

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. The deadline for submission of application is **15 October 2025**.