



TERMS OF REFERENCE PROGRAM AND ADMINISTRATIVE ASSOCIATE

GENERAL INFORMATION

Reference:	VA/PRF/2026/007
Title:	Program and Administrative Associate
Duty Station:	Metro Manila, Philippines
Duration:	Annual fixed-term contract, renewable, subject to performance review
Deadline:	May 31, 2026

BACKGROUND

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 11 country and 22 non-country partners in the East Asian Seas region committed to implementing a joint regional strategy called the 'Sustainable Development Strategy for the Seas of East Asia' (SDS-SEA). The PEMSEA Resource Facility (PRF) serves as the technical and secretariat arm of the Partnership.

The Program and Administrative Associate provides comprehensive support across program implementation, executive secretariat functions, logistics, procurement, travel management, and quality assurance systems, ensuring efficient, compliant, and well-coordinated operations within an international development environment.

DUTIES AND RESPONSIBILITIES

Under the supervision and guidance of the designated supervisor, the Program and Administrative Associate will carry out the following duties and responsibilities:

A. Executive Secretariat & Travel Management

- Provide executive-level secretariat support including drafting correspondence, managing communications, and maintaining document control systems.
- Coordinate meetings, workshops, conferences, and official missions from planning to documentation.
- Manage end-to-end travel arrangements (local and international), including travel authorization, flight and accommodation booking, transport coordination, visa facilitation, travel insurance, and TA/DSA processing and liquidation.



PEMSEA

- Liaise with the Department of Foreign Affairs (DFA) and embassies for visa processing and diplomatic requirements.
- Prepare travel briefs, itineraries, mission documentation, and ensure submission of back-to-office reports and travel claims.

B. Program & Project Administrative Support

- Provide administrative and logistical support for project implementation activities including trainings, consultations, workshops, and field missions.
- Coordinate venue arrangements, participant logistics, and event requirements.
- Support procurement of goods and services for project activities in compliance with established procurement rules and procedures.
- Prepare participant lists, meeting materials, and complete documentation for project activities.
- Maintain organized records and documentation of all project-related administrative transactions.

C. Office Administration, Procurement & Operations Support

- Ensure compliance with procurement policies, procedures, and contract management requirements.
- Support Procurement and Contracts Committee processes, documentation, and reviews.
- Oversee office asset inventory, tagging, and annual physical inventory activities.
- Monitor supplier performance and coordinate payment processing.
- Oversee office facilities management including maintenance, repairs, utilities, housekeeping, and general services.
- Manage transport logistics including vehicle scheduling, maintenance, registration, and insurance.
- Participate in Management, Procurement, and Contracts Committee meetings and follow through on action points.

D. Quality Management System (QMS) & ISO Support

- Support implementation and maintenance of PRF Quality Management System (QMS) and ISO certification requirements.
- Assist in preparation, organization, and control of QMS documentation and records.
- Coordinate internal and external ISO audit processes.
- Monitor corrective and preventive actions (CAPA) arising from audit findings.
- Support continuous improvement of administrative systems in alignment with QMS standards.
- Assist in Quality Management Reviews and preparation of related reports and documentation.



PEMSEA

QUALIFICATIONS AND SKILLS REQUIRED

Education:

Bachelor's degree in Business Administration, Management, Public Administration, Social Sciences, or a related field. A degree in a relevant technical or development-oriented discipline is an advantage.

Experience:

At least 3–5 years of relevant work experience in program administration, office management, or operations support, preferably within an international organization, development agency, or similar environment. Experience with UN-aligned administrative procedures is an advantage.

Technical Skills:

- Strong administrative coordination and office operations management.
- Proficiency in travel and logistics management including DSA processing and liquidation.
- Experience in procurement and contract support in compliance with institutional policies.
- Familiarity with Quality Management System (QMS) frameworks and ISO standards.
- Ability to manage multiple priorities under tight deadlines with strong attention to detail.
- Strong coordination, communication, and stakeholder engagement skills.
- Service-oriented, highly organized, and reliable in operational support roles.

Language Requirement:

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

Technological Skills:

Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook). Experience with web-based management systems and document management platforms is an advantage.

HOW TO APPLY

Applicants are requested to submit a cover letter and updated CV via email to recruitment@pemsea.org. Kindly indicate the vacancy reference number and position title in the email subject line.

Example: *VA/PRF/2026/007– Program and Administrative Associate*

Deadline of application: May 31, 2026

We are committed to fostering a diverse and inclusive workplace. We encourage applications from women, men, and individuals of all gender identities, as well as people from diverse social and cultural background.

Only candidates that are shortlisted will be notified. For more information on PEMSEA, please visit www.pemsea.org.



PEMSEA