



TERMS OF REFERENCE

The Biodiversity Management Bureau intends to engage the services of an **Environmental Management Specialist** to support the activities for the management of Philippine Rise Marine Resource Reserve (PRMRR) and West Philippine Sea.

- I. **Position Description:** **Environmental Management Specialist**
II. **Duration:** **July – December 2018**
III. **Approved Budget of Contract:** **PhP 23,257.00 (inclusive of tax)**
IV. **Qualification:**

The applicant must have the following qualifications:

- a degree on Biology or Natural Science;
- at least one (1) year of experience on various aspects of marine biodiversity/environment conservation;
- excellent skills in research and technical writing
- proven ability to work with a team;
- capacity to work under pressure;
- experience working with government, academe, non-government organizations or professional organizations involved in the environment and natural resources sector

V. **Major Responsibilities:**

- Assist in the planning, preparation, and conduct of activities, events, consultations and meeting related to the development of a management plan for the PRMRR and concerns on WPS (drafting for an executive issuance/proposal for WPS to become an MPA);
- Prepare visual presentation, correspondence, and other relevant documents related to PRMRR and WPS;
- Coordinate/link with various agencies, institutions and relevant stakeholders through appropriate arrangements to facilitate timely completion of required documents needed for planning purposes.
- Provide secretariat services during meetings and workshops, as well as prepare corresponding minutes of meetings and draft workshop proceedings.
- Assist in the coordination, monitoring and evaluation of other projects and programs of the Coastal and Marine Division (CMD);
- Perform other functions as may be assigned by the immediate supervisor.

VI. **Applicants must provide:**

- A letter of intent;
- A curriculum vitae (basic personal information, including current email address, telephone number, educational background, work experience, and relevant accomplishments, 3 references)
- Sample of previous work

Application should be addressed to:

CRISANTA MARLENE P. RODRIGUEZ
OIC-Director, Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City
E-mail: bmb@bmb.gov.ph
desireemaano@gmail.com
coastalandmarine@gmail.com

Shortlisted applicants may be called for interview. Deadline of submission of applications is on 27 July 2018.

APPROVED BY:


CRISANTA MARLENE P. RODRIGUEZ
OIC-Director, Biodiversity Management Bureau

