



Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

TERMS OF REFERENCE

The Biodiversity Management Bureau intends to engage the services of an IEC Officer for the development of materials and monitoring of CEPA activities intended for the management of Philippine Rise Marine Resource Reserve (PRMRR) and West Philippine Sea (WPS).

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| I. Position Description: | IEC Officer |
| II. Duration: | August – 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 Communication, Journalism, Information Design, or Creative Writing;
- at least three (3) years of experience on various aspects of biodiversity/environment conservation, writing, graphic layout, and communication;
- must have experience in conducting communications, education and public awareness (CEPA) activities;
- extensive background and skills in research, writing and editing;
- 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:

- Research/compile and analyze resource materials necessary for the development of communication plan specific for the PRMRR and WPS
- Develop a wide-range of communications products such as press releases, news articles, speeches, write-ups, infographics, social media content;
- Prepare reports on communications-related activities conducted;
- Manage CEPA database (e.g. photo, video, audio, knowledge products) and tools (such as Facebook page);
- Undertake due diligence research on the validity of data and information used in communications materials;
- Coordinate/link with various agencies, institutions and relevant stakeholders through appropriate arrangements to facilitate timely completion of the deliverables/ activities under PRMMMR and WPS.
- Provide secretariat services during meetings and workshops, as well as prepare corresponding minutes of meetings and draft workshop proceedings.

VI. Deliverables:

- CEPA products and materials (press releases, news articles, speeches, write-ups, infographics, social media content, draft communication plan)
- CEPA database
- Progress and monitoring reports

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

