

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB — DENR) intends to engage the services of a Planning and Communication Specialist who will be responsible for the following:

I. Scope of Work

1. Prepares/consolidates Work Financial Plan for Gender and Development in accordance with the required templates by the DBM, Philippine Commission on Women (PCW), DENR and COA;
2. Monitors the implementation of activities vis-à-vis the approved GAD Work and Financial Plan;
3. Prepares GAD physical and financial reports and other related reports and documents, and submit the same to the PCW, DENR and other oversight agencies;
4. Communicates with the PCW, DENR and other relevant agencies in the implementation of Gender and Development Program of BMB;
5. Develops IEC materials on the implementation of Gender and Development Program on biodiversity;
6. Maintains GAD-BMB database including the Sex Disaggregated Data as required by PCW Circular 2012-01; and update/ upload GAD activities in the GAD web portal;
7. Facilitate GAD events and activities especially during Women's Month and End VAW
8. Acts as GAD Secretariat;
9. Maintain hard and electronic files of all GAD related documents;
10. Liaises/coordinates with BMB GAD Focal Point System, DENR, PCW and other agencies concerned on programs and activities related to GAD; and
11. Performs other tasks as may be assigned.

II. Qualifications and Professional Requirements

1. Graduate of at least 4 years related course or equivalent/related fields
2. Has 2 years' experience on planning and monitoring program/ projects related to gender and biodiversity conservation;
3. Proficient in Microsoft Office applications;
4. Good interpersonal and communication skills; and
5. Able to work independently, demonstrate initiative, take direction and collaborate well with others

III. Management and Reporting Arrangements

The Planning and Communication Specialist shall be contracted by the Biodiversity Management Bureau. He/She shall be stationed at the Biodiversity Policy and Knowledge Management Division, BMB and shall report/liaise with the different units/ divisions at BMB

IV. Documentary Requirements

1. Interested applicants should submit the following:
2. Letter of intent;
 - a) Curriculum Vitae which include the following:
 - b) Educational background
 - c) Experience in working with government agencies and multi-lateral development agencies

Service Description Duration : April 1, 2021 to December 31, 2021
Approved Budget for Contract : P 23,254.00 per month (inclusive of taxes)

Approved:



AMELITA D. PORTIZ

Assistant Director

Officer-In-charge, Office of the Director