



## TERMS OF REFERENCE

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of an Environmental Management Specialist to support the activities of the Coastal and Marine Ecosystem Management Section (CMEMS).

- I. Position Description :** Environmental Management Specialist  
**II. Duration :** March - June 2022  
**III. Total Contract Cost :** 27,918.00/ Monthly ( 1,269.00 / Daily )  
(inclusive of taxes)  
**VI. Qualification :**

The applicant must have the following qualifications;

- A degree on Biological or Natural Science;
- At least one (1) year experience on various aspects of marine biodiversity /environment conservation, probably with skills and experience in conducting coastal habitat assessments;
- At least one (1) year experience in working with government, development NGOs, or professional organizations involved in the environment and natural resources sector;
- Excellent skills in research and technical writing with at least one (1) sample of coastal and habitat marine assessment report or any related research or technical report written.
- Preferably can SCUBA Dive or Skin Dive with certification.

### **V. Major Responsibilities:**

Under the supervision of a Senior Officer

- Serve as focal staff to assist on all needed actions for the coastal and marine related FASPS projects;
- Assist/ provide technical assistance in reviewing all related project concept notes, proposals, and project documents and in monitoring partnership agreements (national/ international)
- Assist in the firming up of FASPs roadmap/reference for incoming projects on coastal and marine
- Review and provide inputs as necessary to referred draft policies related to coastal and marine sector

- Perform necessary administrative and technical support, organize regular meetings, including provision of secretariat services during the meetings and workshops, and preparing minutes of meetings and draft workshop proceedings;
- Perform other tasks as may be assigned by the immediate supervisor and/or higher BMB authorities.

**VI. Application Requirements:**

Applicants must provide the following:

- Letter of intent;
- A curriculum vitae;
- If currently working for the government, Personnel Data Sheet;
- Sample of previous work.

Please send application not later than                     SEP 01 2022                    

**NATIVIDAD Y. BERNARDINO**

OIC, Director

Officer-In-Charge, Office of the Director

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Approved by:



**NATIVIDAD Y. BERNARDINO**

OIC, Director