

## TERMS OF REFERENCE

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of an IEC Officer to support the activities for and operations of the Integrated Coastal and Marine Partnerships Section (ICMPS).

- I. Position Description :** IEC Officer  
**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 bachelor's degree in development communication, development studies, environment science, social science or any related course;
- At least two (2) year experience in working with government, development NGOs, or professional organizations, preferably involved in the environment and natural resources sector;
- Has excellent skills in search and technical writing with at least one sample works;
- Adept at using Microsoft Office Programs such as Word, PowerPoint, excel and Publisher with at least one (1) sample works;
- Capable of developing and executing designs using Adobe or similar programs; and
- Preferably a certified SCUBA Diver or at least know how to swim.

**V. Major Responsibilities:**

Under supervision of a Senior Officer:

- Prepare administrative and technical requirements on events to be conducted as part of Social Marketing and implementation of the Communication Plan; and post at BMB website articles on this event,
- Finalize and rollout the Communication Plan to legislated MPAs integrating a component on reduction of marine litter;
- Design and conduct CapBuilding on developing Communication Plan of PAs in consultation with the Action Officer of CMEMP Capacity Building Component;
- Develop roadmap of CMEMP CEPA Component, and its Implementation Plan;

- Draft communications, document events/meetings and attend to requests (including walk-in clients) for relevant data and information;
- Assist in the preparation of Reports and act as alternate to the action officer of region 11;
- Extend necessary administrative and technical support, including providing secretariat services during the meetings and workshops, and preparing minutes of meetings and draft workshop proceedings.

**VI. Application Requirements:**

Applicants must provide the following:

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

Please send application not later than APR 01 2002

**NATIVIDAD Y. BERNARDINO**

OIC, Director

Ninoy Aquino Parks and Wildlife Center

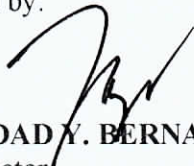
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Approved by:



**NATIVIDAD Y. BERNARDINO**

OIC, Director