



### TERMS OF REFERENCE

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

- I. Position Description :** Monitoring Officer  
**II. Duration :** March – June 2022  
**III. Total Contract Cost :** 25,674.00/Monthly (1,167.00/Daily)  
(Inclusive of taxes)  
**VI. Qualification :**

The applicant must have the following qualifications;

- A bachelor's degree in communication, environment science, development management, social science or any related course;
- At least one (1) year experience in working with government, development NGOs, or professional organizations, preferably involved in the environment and natural resources sector;
- Has experience in analyzing and consolidating reports, and in database management;
- 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;
- Preferably a certified SCUBA Diver or at least know how to swim.

**V. Major Responsibilities:**

Under supervision of Senior Officer

- Monitor accomplishment of ICMPS target activities per WFP including the physical and financial monitoring and provide semi-monthly updates on the acted documents, meetings attended with reports submitted of the concerned sections. (Update and maintain CMD tracker matrix).
- Assist in the other emerging concerns of the section (power point, activity design development, etc.);
- Ensure timely input of ICMPS accomplishment to CMD monthly accomplishment report matrix (and MOVs);

- Update the tracking tool for the Regional Accomplishment submission in google forms to align with the development of a PA database;
- Update the CMD WFP based on targets and accomplishment;
- Develop recommend a project management system for ICMPS accomplishments;
- Act as support staff to the Focal Person on Marine Litter; as such, he shall assist in activities related to Marine Litter concerns within BMB and inter-agencies and in the drafting/preparation/review/inputs/comments of reports, and /or minutes of the meeting and project proposals / concept notes;
- Assist the Action Officer assigned to in addressing communications coming from region;
- Extend necessary administrative and technical support to the Senior Officer assigned to, including providing secretariat services during the meetings and workshops, preparing minutes of meetings and draft workshop proceedings; and
- Uphold QMS policies and standards in every task assigned and performed including other tasks as may be assigned by the immediate supervisor.

#### **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 the application not later than APR 01 2022

#### **NATIVIDAD Y. BERNARDINO**

OIC, Director

Ninoy Aquino Parks and Wildlife Center

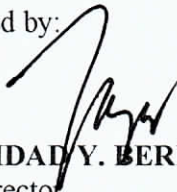
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Approved by:



**NATIVIDAD Y. BERNARDINO**

OIC, Director