

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) of the Coastal and Marine Division.

- I. Position Description :** Environmental Management Specialist
II. Duration : January – June 2025
III. Total Contract Cost : 1,269.00/Day (inclusive of taxes)
IV. Qualification:

The applicant must have the following qualifications;

- A degree in Biology or Natural Science;
- At least one (1) year of experience in various aspects of marine biodiversity/environment conservation, preferably with skills and experience in conducting coastal habitat assessment;
- Excellent skills in research and technical writing with one (1) sample of coastal and marine habitat assessment report or any related research or technical report written.
- At least one (1) year experience working with government, academe, non-government organizations, or professional organizations involved in the environment and natural resources sector.

V. Major Responsibilities:

The Environmental Management Specialist will support the operations of the CMEMS through the following tasks:

1. Assist in the regular updating of the West Philippine Sea (WPS) and Philippine Rise Marine Resource Reserve (PRMRR) Communication Plans and monitor/ensure that the activities therein are being implemented;
2. Develop a wide range of CEPA products such as press releases, new articles to be posted on the BMB Website, speeches, write-ups, infographics, and social media content for WPS and PRMRR activities;
3. Assist in other CMD CEPA-related activities;
4. Perform secretariat functions for WPS and PRMRR activities including but not limited to secretariat work for the PRMRR PAMB meetings and NTF-WPS;
5. Coordinate/link with various agencies, institutions, and relevant stakeholders through appropriate arrangements to facilitate the timely completion of deliverables for projects/activities related to WPS and PRMRR;
6. Assist in CEPA concerns of CMD (Social Marketing Component) and
7. Perform other tasks that may be assigned by the immediate supervisor

VI. Application Requirements

Applicants must provide the following:

- A letter of intent;
- Curriculum vitae (basic personal information, including current email address, telephone number, educational background, work experience and relevant accomplishments, 3 references)
- If currently working for the government, Personal Data Sheet.
- Work Experience Sheet
- Sample of previous work

Please send applications no later than Feb. 7, 2025 to:

MARCIAL C. AMARO, JR. *CESO II*
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and concurrent Director
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Approved by:


MARCIAL C. AMARO, JR. *CESO II*
Assistant Secretary for Biodiversity
and concurrent Director