

TERMS OF REFERENCE

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

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| I. | Position Description : | Information Systems Researcher |
| II. | Duration : | January – June 2025 |
| III. | Total Contract Cost : | 1,504.00/Day (inclusive of taxes) |
| IV. | Qualification: | |

The applicant must have the following qualifications;

- A degree in Biology or Natural Science, Data Management Analysis, and related courses;
- 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 research and technical writing skills 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 Information Systems Researcher- will support the operations of the CMEMS through the following tasks:

1. Serve as the Geographic Information System (GIS) focal for CMD to address GIS concerns of CMD;
2. Manage baseline information on location, status, uses, and management practices over mangrove forests, seagrass beds, coral reefs, and tidal flats, and submit periodic updated data reports on the same for the effective annual planning and implementation of CMEMP in coordination with Knowledge Management (KM) lead focal and Desk Officers;
3. Develop GIS-based maps with historical layers of available coastal and marine resources for CMEMP, as well as mapping of past and current Coastal and Marine related initiatives and Projects (FASPs/local Projects);
4. Conduct map analysis, prepare reports, and presentation materials / Coordinate with the GIS Unit of BPKMD and other offices;
5. Extend necessary administrative and technical support, including providing secretariat services during the meetings and workshops,

- preparing minutes of meetings and drafting workshop proceedings;
and
6. 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. 14, 2025 to:

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Assistant Secretary for Biodiversity
and concurrent Director
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cc: cmd@bmb.gov.ph

Approved by:


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