

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.

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

The applicant must have the following qualifications;

- A degree in any of the following: Biology, Forestry, Environmental Science and Management, or any natural sciences program.
- At least one (1) year of experience in various aspects of coastal and 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 of 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 drafting policies and guidelines for the Disaster Assessment, Risk Reduction, and Restoration Management (DARRRM) Policy, encompassing assessment, rehabilitation/restoration, valuation, and post-disaster monitoring for incidents such as oil spills, ship groundings, and coral bleaching.
 - a. Develop and prepare presentations, reports, meeting documentation, learning materials, and other activities necessary for documentation in the required policy analysis.
 - b. Coordinate with relevant offices and technical staff to develop the draft policy.
 - c. Compile required references and documentation for policy formulation and draft the corresponding report and analysis.
2. Assist in providing technical support and guidance to the Field Offices in the conduct of activities under the CMEMP Program on MPA Network Component, in particular to MPA Demarcation, BAMS, and Mangrove Assessment and other blue carbon-related concerns, including AUUF reversion:

- a. Prepare reports, meeting documentation, and other necessary documentary requirements for technical support.
 - b. Coordinate with the Regional and Field offices and draft the corresponding report and responses.
3. Assume responsibilities as Action Officer of Region 13 to handle and respond to communications, requests, and other concerns;
4. Facilitate proper coordination of tasks and related activities under BMB-PCG Convergence Initiatives, including coordination with various relevant offices;
5. Extend necessary administrative and technical support, including providing secretariat services during the meetings and workshops, preparing minutes of the meetings, and drafting workshop proceedings;
6. Perform other tasks as 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, and 3 references)
- If currently working for the government, Personal Data Sheet.
- Work Experience Sheet
- Sample of previous work

Please send applications no later than April 20, 2025 to:

MARCIAL C. AMARO, JR. CESO II


Assistant Secretary for Biodiversity
and concurrent Director

Ninoy Aquino Parks and Wildlife Center
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Tel. Nos.: (632) 8924-6031 to 35 Fax: (632) 8924-0109, (632) 8920-4417

E-mail: bmbhrdu.application@gmail.com;
cc: cmd@bmb.gov.ph

Approved by:


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