

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 :** 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. Monitor accomplishment of CMD target activities per WFP, including the physical and financial monitoring, and provide semi-monthly updates on the acted documents, meetings attended, and reports submitted of the concerned sections (Update and maintain CMD tracker matrix).
2. Assist in other emerging concerns of the section (PowerPoint presentation, substantive activity design, etc);
3. Ensure timely input of CMD Staff accomplishment to CMD monthly accomplishment report matrix (and MOVs);
4. Provide support to the focals of MPA Networking, GAD, FASPS, eFOI, and Monitoring and Evaluation;
5. Extend necessary administrative and technical support, including providing secretariat services during the meetings and workshops and preparing minutes of meetings and draft 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

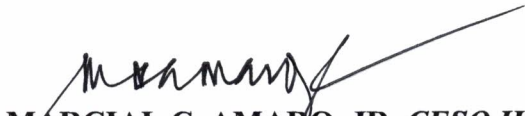
Ninoy Aquino Parks and Wildlife Center
North Avenue, Diliman, Quezon City

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