

TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of an Information Systems Analyst who will be responsible for the preparation of wildlife spatial maps and assist with other technical concerns of the Wildlife Conservation Section.

Position Description : **Information Systems Analyst**
Duration : July to December 2025
Approved Salary : PhP 27,918.00 (inclusive of taxes)
PhP 1,269.00/day

I. Qualifications and Professional Requirements

- Bachelor's degree in Forestry, Environmental Science, or other related science courses;
- With adequate knowledge in using ArcGIS, QGIS and other mapping software;
- With at least one (1) year experience in various aspects of biodiversity or environmental conservation;
- With at least one (1) year experience in secondary data gathering, research, and technical writing;
- Highly proficient in Microsoft applications especially MS Excel and/or other spreadsheet applications; and,
- Can submit deliverables on time and willing to do field work if necessary.

II. Job Description/ Duties and Responsibilities

- Research and gather information necessary for the drafting of policies, plans, and programs for the conservation, protection and sustainable management of wildlife including their habitats;
- Review and consolidate reports on threatened species conservation programs and projects;
- Prepare maps for wildlife habitats, sightings, distributions, and other base maps required for the conservation and management of threatened wildlife species;
- Update and maintain wildlife databases (Biodiversity Monitoring Systems, Newly Described Species, List of Invasive Alien Species, National List of Wild Flora and Fauna, List of Threatened Species, etc.);
- Draft communication and coordinate with relevant agencies attendant to the execution of the aforementioned tasks;

- Assist in the organization of meetings, preparation of meeting documents and presentations, documentation of meetings and drafting of post-meeting reports; and,
- Perform other tasks as may be assigned from time to time.

III. Reporting Requirements

The Information Systems Analyst will be required to report daily on weekdays and will be assigned at the Wildlife Resources Division – Wildlife Conservation Section.

IV. Documentary Requirements

Interested applicants must provide the following:

- Letter of Intent
- Curriculum Vitae which includes:
 - a) Educational background
 - b) Work experience
 - c) Relevant trainings

Please send applications not later than July 31, 2025 to:

The Assistant Director
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
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Approved by:


MARIGLO ROSAIDA I. LARIRIT
Assistant Director