



Vacancy Announcement

Vacancy Code	VA/PRF/2019/PM-SDSSEA/001
Post Title	Project Manager for the Project on Scaling up the Implementation of the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA)
Duty Station	Manila, Philippines
Duration	1 year renewable
Closing Date	31 May 2019

Organizational Context

Under the supervision of the Executive Director and with a high degree of initiative and interpersonal skills, the Project Manager will hold the pivotal role of leading the Project Team in its primary project management function and providing technical and management services to countries, local governments, communities, partners collaborating organizations, UNDP and GEF.

In support of these functions, the Project Manager will supervise the Project Team, comprised of Capacity Development/Knowledge Management Team Leader; SDS-SEA/ICM Specialists; Recognition/Certification Team Leader; technical support staff; and short-term consultants (RTF/NTF).

Major Functions/Key Results

- Coordinating and implementing all activities related to the execution of the GEF/UNDP project, Scaling up the Implementation of the SDS-SEA.
- Preparing the annual project work plan and budget in close cooperation with participating countries, donors and collaborators for approval by the EAS Partnership Council and UNDP.
- Liaising directly with Country- and Non-country Partners of the EAS Partnership Council, as well as other national and international collaborators, regarding the implementation of the annual work plan and budgetary commitments of the SDS-SEA.
- Managing the Project Team, short-term consultants and budget, as well as day-to-day operations of project activities.
- Overseeing and ensuring timely implementation of the project work plan and budget, as approved by the EAS Partnership Council and UNDP, namely the achievement of Outcomes 1 through 11 as detailed in the approved Project Document, including:
 - a) Coordinating the identification, selection and contracting of short-term consultants of the project;

- b) Liaising with PEMSEA Country- and Non-Country Partners, UNDP, relevant government agencies, regional organizations, programs and projects, donor organizations and NGOs for effective coordination of all project activities;
 - c) Ensuring the timely submission of Combined Project Implementation Review/Annual Project Report (PIR/APR), technical reports, quarterly financial reports, and other reports as may be required by UNDP and GEF;
 - d) Disseminating project reports and responding to queries from concerned stakeholders;
 - e) Reporting progress or project to the Project Steering Committee, and ensuring the fulfillment of Project Steering Committee directives;
 - f) Overseeing the exchange and sharing of experiences and lessons learned with relevant community-based integrated conservation and development projects nationally and internationally;
 - g) Ensuring the timely and effective implementation of all components of the project; and
 - h) Ensuring good communication on project results and lessons, through liaison with media and stakeholders.
- Developing and/or evaluating project proposals in support of scaling up SDS-SEA implementation for national, bilateral and multicultural support.
 - Promoting the suite of products and services for the long-term sustainable implementation of the SDS-SEA (Component 3) as well as facilitating and supporting outreach services to other regions and non-member countries of PEMSEA (Component 11).

Required Competencies

Corporate Competencies:

- Demonstrates integrity by modeling SDS-SEA, PEMSEA, Partners' and Sponsors' values and ethical standards
- Promotes the vision, mission and strategic goals of SDS-SEA and PEMSEA Partners
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Participates effectively in a team-based information-sharing environment, collaborating and cooperating with others

Functional Competencies:

Knowledge Management and Learning

- Strong leadership qualities and has capability to effectively guide and lead the Project Team
- Promotes a knowledge of sharing and learning culture on the Project Team
- Ability to set priorities and objectives, coordinates, monitors, evaluates and continually improve the approved work plan and budget for the project implementation

Organizational and Management

- Actively and effectively participates in strategic planning, results-based management activities
- Networking capability to enhance partnerships among the national and international entities involved in SDS-SEA implementation
- Knowledge and sensitivity of the diversified social and economic systems, levels of development, culture, regions and traditions of the SEA region
- Openness to change and ability to manage challenging situations

- Leads teams effectively, encourages team-building and working across organizational boundaries
- Focuses on impact and result of work for the client and responds positively to feedback
- Shows conflict resolutions skills

Qualifications and Skills Required

Education: University education (MSc or PhD) with expertise in the area of international waters and environmental planning and management, wetland/coastal resource management or environmental management

Experience:

- a. At least 10 years of professional experience in environmental planning and management and proven ability to work with multiple stakeholders
- b. Demonstrable experience in the implementation of multilateral donor-funded or government-funded international development projects, with strong skills in monitoring and evaluation
- c. Demonstrable experience in project organization and ability to serve as effective negotiator with excellent oral presentation skills
- d. Good knowledge of international best practice in PA planning and management, and conservation in general, is desirable
- e. Previous experience with GEF projects is an advantage
- f. Ability to effectively coordinate a multidisciplinary team of experts and consultants
- g. Be an effective negotiator with excellent oral and presentation skills
- h. Excellent written communication skills including the ability to prepare clear technical and management reports

Language Requirement: Proficiency in written and oral communication skills in English. Knowledge of the language of any participating country in the region is an advantage.

IT Skills: Proficiency in standard computer software (word processing, excel, presentations, databases and internet.)

Submission of Applications

Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to info@pemsea.org. Kindly indicate the vacancy number and post title when applying (in the subject line) by email.

Additional Considerations

Applications received after the closing date will not be considered. Only those candidates that are shortlisted for interviews will be notified. Qualified female candidates are strongly encouraged to apply. Applicants from the SEA region are highly preferred.

For more information on PEMSEA Resource Facility, please visit the website at www.pemsea.org