**Post Title** | Senior Manager  
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**Type** | International Consultant  
**Duty Station** | Manila, Philippines  
**Duration** | Fixed-term of 3 year with possibility of extension, subject to satisfactory performance and availability of project funds  
**Closing Date** | 21 July 2023  

**Organizational Context**

Under the guidance of the Executive Director of the PEMSEA Resource Facility (PRF), and direct supervision of the Project Manager, The Senior Manager's primary responsibility is to provide technical guidance to the Country Managers (Philippines and Timor-Leste), oversee the project implementation and perform monitoring and evaluation (M&E) requirements of the project, including financial expenditures.

**Duties and Responsibilities**

The Senior Manager will be responsible for the following duties:

- Perform monitoring of the progress of the project and review achievements in relation to the Project results framework and indicators. As assigned, prepare reports and present results to the donors and project stakeholders.
- Guide Country Managers on project activities for the participating countries, donors, and other stakeholders involved in the project implementation.
- Participate as a speaker in international conferences, exhibitions and other outreach activities representing the Project as assigned by the Project Manager.
- Draft written outputs, e.g., background papers, briefing notes, presentations to internal and external partners, speeches, mission reports and other inputs for presentations by PEMSEA on project-related issues for specialist or non-specialist audiences.
- Supervise the organization of training workshops, seminars, expert groups, etc. Participate and make presentations on assigned topics related to the Project.
- Prepare the Project Quarterly Progress Report (progress against planned activities, update on Risks and Issues, expenditures).
- Prepare the Annual Review Report and the Annual Work Plan for the following year, as well as Quarterly Plans if required.
- Monitor project budget expenditures and prepare a budget report for the Korean government.
- Liaise with Korean government on project progress and outputs as well as budget expenditures.
- Undertake organization of the project’s events, identifying potential hosts of the event, selecting suitable venues, organizing logistics, developing promotion materials and securing sponsors.
- Produce or oversee production of awareness-raising and information materials on marine plastic litter and project objectives and achievements.
Ensure project progress and impact through liaisons with stakeholders' participation and quality delivery of activity deliverables, according to project work plans and budget.

Technical Adviser/Coordination Function

- Lead the communication and outreach component of the Project by maintaining project web-site, coordinating with PEMSEA public information services and others to ensure project results are advertised.
- Undertake organization of the project’s events, identifying potential hosts of the event, selecting suitable venues, organising logistics, developing promotion materials and securing sponsors.
- Produce or oversee production of awareness-raising and information materials on marine plastic litter and project objectives and achievements.
- Ensure project progress and impact through liaisons with stakeholders’ participation and quality delivery of activity deliverables, according to project work plans and budget.

Qualifications and Skills Required

**Education:** At least a Bachelor’s degree in international relations and politics, public administration, international development assistance and other related fields.

**Experience:** At least five (5) years of development work experience, preferably in the ASEAN region. Practical experience in integrated coastal management and/or coastal resources management is essential. Familiarity with the environmental policies, Official Development Assistance programs/projects, programs and operating modalities of local and national governments of the PEMSEA country partners is required.

**Language Requirement:** Fluency in the English language, with effective oral and written communication skills, is a must.

**IT Skills:** Proficiency in the use of various software applications (MS Word, MS Excel, MS Project, and Financial Systems) and adequate knowledge and practical experience in handling web-based management systems.

Submission of Applications

Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to recruitment@pemsea.org. Kindly indicate the vacancy number and post title when applying (in the subject line) by email. The deadline for submission of application is 21 July 2023. Applications received after the closing date will not be considered. Only those candidates that are shortlisted will be notified.

PEMSEA seeks to increase the number of women at senior levels and therefore, qualified women are particularly encouraged to apply. PEMSEA will make every effort to facilitate the employment of persons with disabilities.

For more information on PEMSEA, please visit www.pemsea.org