Vacancy Announcement

Vacancy Code: VA/PRF/2021/Internship/001
Post Title: Intern
Duty Station: Manila, Philippines
Contract Type: Internship
Duration: April 2021 – December 2021
Closing Date: 26 March 2021

Background
Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) is an intergovernmental organization specializing in integrated coastal management and ocean governance for the Seas of East Asia. Beginning as a regional project in 1993 under the United Nations Development Programme (UNDP) with funding support from the Global Environment Facility (GEF), 11 countries in the region resolved to transform PEMSEA into a fully self-sustaining regional organization with a mission to foster and sustain healthy and resilient oceans, coasts, communities and economies across the Seas of East Asia through integrated management solutions and partnerships. PEMSEA’s mandate is to pursue implementation of an adopted regional marine strategy, the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA).

Scope of Work
Under the guidance of the Executive Director, direct albeit remote supervision of Secretariat Services Officer and/or Communications Specialist and in close collaboration with PEMSEA Resource Facility (PRF) officers and technical staff, the intern will be responsible for providing support across three key initiatives: (1) Research work, (2) Documentation support, and (3) Communications Support.

The assignment will include the following responsibilities:

1. Conducting research work specifically, but not limited to the following 1-2 subjects/topics each:
   - Implications of Covid-19 on coastal and maritime sectors in East Asian Seas (EAS) region;
   - A review EAS country implementation of international agreements and conventions;
   - A review of coastal and marine projects implementation in the Philippines;
   - Preparatory materials for EAS Congress 2021

2. Providing Meeting Documentation support
   - Assist in preparing meeting/events documents including agenda, program and supporting documents for key PRF meetings, i.e., Partnership Council Meetings, Executive Committee Meetings, EAS Congress preparation meetings etc.;
   - Assist in note taking and preparing summary reports/proceedings during key PRF meetings;
• Keep all meeting/event documents organized in the archive folder and keeping all documents online updated;
• Support in administration, logistics and IT for online (and possibly some face to face )meetings.

3. Provide Communications support
• Support the Science and Communications Officer in e-bulletin preparation, content creation and management of the EAS Congress website, blogs and social media.
• Provide critical administrative support to the East Asian Seas Congress 2021 and its side meetings and events including the Ministerial Forum.
• Assist the Communications Specialist in the writing and dispatch of press releases, including Daily Bulletins during the EAS Congress.
• Track and monitor EAS stories as published.

Qualifications and Skills Required
**Education:** Enrolled university students or graduates majoring in environment, natural resource management, international studies, journalism, social sciences and/or related fields.

**Language Requirement:** Proficiency in written and oral communication skills in English. Ability to prepare clear and concise reports. 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.

Should have own laptop and stable Internet connection.

**Additional Considerations**
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
• Participates effectively in an online team-based information-sharing environment, collaborating and cooperating with others,
• Can work independently and under remote supervision with clear and agreed work plan and deliverables,
• Promotes a knowledge of sharing and learning culture on the Project Team
• Eager to learn more about strategic planning, results-based management activities
• Openness to change and ability to manage challenging situations, e.g. online/remote internship
• Focuses on impact and result of work for PEMSEA and responds positively to feedback

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

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