



**THE PHILIPPINE RISE INTEGRATED CONSERVATION FOR ENDURING LEGACIES
THROUGH ECOSYSTEM SUPPORT SERVICES (PRICELESS)**

VA/PRF/PRICELESS/2025-011

Title	Project Assistant
Type	Support/General Services Staff
Duration	Initial 2-year Contract (Renewable)
Closing Date	30 January 2026

BACKGROUND

The CI-GEF PRICELESS Project seeks to increase legal protection for the Philippines Rise Marine Resource Reserve (PRMRR), formally listing this marine protected area under the Expanded National Integrated Protected Area System (ENIPAS). The PRMRR will be overseen by a permanent Protected Area Management Board (PAMB). The PAMB will be in a position to harmonize conflicting mandates and agendas between the various institutions currently tasked with management. The CI-GEF PRICELESS project will also address key data and information gaps to enable appropriate management, including gaps relating to key biodiversity, fisheries/resource uses, and associated threats. This will enable the PAMB to execute the necessary protected area enforcement and awareness-raising efforts, and thus foster enhanced appreciation for the value of PRMRR biodiversity and marine resources and compliance with laws and regulations. Management grounded in robust data and information will also facilitate fishing communities' access to benefits from sustainable fishing and alternative livelihoods. Finally, the CI-GEF PRICELESS project will provide a model for the Philippines and elsewhere for achieving offshore marine resource and ecosystem protection targets, including those related to biodiversity within the CBD, and add a large, highly biodiverse and unique ecosystem to the world's Key Biodiversity Area (KBA) and Ecologically or Biologically Significant Area (EBSA) systems.

Led by Conservation International, executed by the Department of Environment and Natural Resources-Biodiversity Management Bureau, and supported by PEMSEA Resource Facility (PRF), the Project is recruiting for a Project Assistant.

PROJECT OBJECTIVE

By 2030, the Philippine Rise Marine Resource Reserve of 352,390 hectares, consisting of a 49,684 hectares Strict Protection Zone and a 302,706 ha Multiple Use Zone, is conserved and better managed, protecting globally significant biodiversity while facilitating the sustainable use of its marine resources and generating livelihood benefits for adjacent communities.



SCOPE OF WORK, DUTIES AND RESPONSIBILITIES AND DELIVERABLES

Scope of Work

The Project Assistant will support and assist the project team in implementing the agreed activities based on the approved work plan, with the following tasks:

- Preparation of detailed activities, including assisting in the procurement of good and services needed to facilitate implementation of project activities in accordance with the applicable policies and procedures.
- Conduct of meetings, workshops, consultations and other capacity development activities, including:
 - a) preparation of list of participants; b) issuing invitation letters and follow ups; c) logistical and administrative arrangements; d) preparation of meeting materials and references; e) documenting the minutes/proceedings and administering pre- and post-evaluation for trainings, f) preparation of meeting reports/proceedings, and where necessary.
- Communicating with relevant government agencies and other stakeholders at the national and provincial and commune levels for project-related requirements.
- Maintaining project-related documentations (i.e., progress reports, technical reports, minutes of meetings, documentation of other project outputs and communication materials) in hard and electronic copies and facilitating access by CI, DENR, including PRF and where necessary, with the approval of DENR/PRF, other project-related personnel and consultants.
- Monitoring of project activities based on the approved work plan and assisting in the preparation of quarterly and annual progress and financial reports for consolidation into one project report.
- Participate in capacity building activities of the project to enhance capacity and learning, including opportunities for networking.
- Perform other duties as may be assigned by the Project Lead and other project team members

WORKING ARRANGEMENTS

Institutional Arrangement

The Project Assistant will be reporting directly to the Project Manager in close coordination with DENR-BMB and PEMSEA Resource Facility (PRF).

Duration of the Work

Expected duration of work is for initial of 2 years, renewable subject to performance.

Duty Station

The Project Assistant will be based at the PRF Office, DENR Compound, Visayas Avenue, Quezon City.

Qualifications and skills required

Education: Degree in Liberal Arts, Social Science course, Secretarial Science or Management course



Experience:

- Minimum three years of experience. Familiarity with international and government projects particularly in the fields of environment, marine conservation and fisheries management, protected area systems, or development cooperation.
- Good interpersonal and communication skills, fast learner and ability to prioritize and provide services simultaneously and instantly with minimum supervision.

Languages: Good command of the English language, both oral and written.

IT Skills: Computer literacy, proficiency in the use of various software applications (MS Word, Excel, PowerPoint, etc.; adequate knowledge in handling web-based management systems.

Submission of Application

Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to recruitment@pemsea.org. Please indicate the vacancy number and post title when applying (in the subject line) by email. The deadline for submission of application is **30 January 2026**.

Additional Consideration

Only those candidates that are shortlisted will be notified.