



TERMS OF REFERENCE SECRETARIAT ASSISTANT

General Information

Reference:	VA /PRF/2026/005
Title:	Secretariat Assistant
Duty Station:	Metro Manila, Philippines
Duration of Assignment:	Fixed-term of two-years contract, renewable subject to performance review

Background

PEMSEA (Partnerships in Environmental Management for the Seas of East Asia) is a regional cooperation mechanism whose mission is to promote sustainable development of coastal and marine areas. It comprises of 11 country and 22 non country partners in the East Asian Seas region who are committed to implement a joint regional strategy called the 'Sustainable Development Strategy for the Seas of East Asia' (SDS-SEA). The PEMSEA Resource Facility serves as the technical and secretariat arm of the Partnership.

Duties and Responsibilities

Under the supervision and guidance of the Secretariat Coordinator, the PEMSEA Secretariat Assistant is responsible for providing logistical support to governance and capacity building events, research support to monitoring & evaluation/ reporting of the Sustainable Development Strategy for the Seas of East Asia Implementation Plan 2023 to 2030, documentation and records management, database and communications management. He/She will carry out its duties and responsibilities detailed as follows:

Secretariat Services Support

The Secretariat Assistant will support the Executive Director's Office in ensuring the smooth planning, coordination, and documentation of core governance and program activities, including:

- Supporting the preparation, conduct and documentation of PEMSEA's governance meetings (i.e., Executive Committee and EAS Partnership Council (PC) Meetings), including monitoring of key agreements and follow-up actions.
- Assisting in engagement of PEMSEA Country and Non-Country Partners, monitoring of LOAs and preparation of related reports.
- Providing logistical and/or administrative support to the communications and activities of the PEMSEA Network of Local Governments (PNLG).
- Maintaining and updating Partnership Council and EAS Congress databases, including updating of relevant information in the PEMSEA website and managing PEMSEA's Calendar of Activities, in coordination with relevant units.

East Asian Seas Congress 2027 Preparations

- Assisting in the development and monitoring of the EAS Congress 2027 workplan, timeline and logistical arrangements
- Coordinating documentation, participant information, and preparatory communications with relevant PRF units and partners.



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Business Development and Resource Mobilization Support

Through the guidance of the ED, Secretariat Coordinator, the Secretariat assistant will:

- Provide coordination and logistical support to the BDRM Consultant, including scheduling, document sharing and monitoring of deliverables;
- Manage CRM-related databases; and
- Assist in the conduct and documentation of BDRM related activities (donor roundtables, capacity building activities, etc.) as needed

Sustainable Development Strategy for the Seas of East Asia (SDS-SEA) Implementation Plan (IP) 2023-2030 Monitoring and Reporting

- Conducting research and collating data on the progress of implementation of the SDS-SEA IP 2023-2030 for the period of June 2025 to March 2026;
- Supporting the Secretariat Coordinator to develop the annual monitoring report, including development of key visuals for presentation; and
- Maintaining tracking tools and databases for implementation milestones.

Youth Readiness Program Support

- Provide administrative and coordination support for the PEMSEA Youth Readiness Program activities, meetings and communications;
- Assisting in the preparation of related reports and documentation.

OCA Capacity Building Support

- Supporting the logistics, scheduling and documentation of Organizational Capacity Assessment (OCA)-related activities

Technical Support to the PEMSEA Network of Local Governments (PNLG) Secretariat

- Providing logistical support to routine coordination and communication of PNLG Secretariat with the PNLG Members;
- Supporting the preparation and conduct of the PNLG Forum, including assisting in the development, facilitation and documentation of the Technical Session program.

Other Tasks

The Secretariat Assistant may be called upon to perform other tasks relevant to the objectives of the Secretariat Services Unit, as directed by the Secretariat Coordinator and/or Executive Director.

Activities and outputs in CY 2027 will primarily concentrate on the preparation and execution of the EAS Congress 2027.

Qualifications and Skills Required

Education: Bachelor's degree in Liberal Arts, Social Science course, Secretarial Science or Management course

Experience: Minimum of 1- 2 years experience. Good interpersonal and communication skills, fast learner and has the ability to prioritize and provide services simultaneously with minimal supervision. Can do international travel at least once or twice a year.



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Technical Skills:

- **Technical Writing:** Ability to draft activity workplans, coordination reports, and formal proceedings for high-level governance meetings.
- **Research & Data Synthesis:** Capability to conduct research and collate data
- **Information Design:** Skill in developing key visuals for presentations to support monitoring reports.
- **Logistical and Administrative Support:** Capability in providing logistical support for governance meetings, capacity-building events, and international forums like the EAS Congress.

Language

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

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

Applicants are requested to submit cover letter and CV via email to recruitment@pemsea.org. Kindly indicate the vacancy reference number and title of requirement when applying (in the subject line) by email. For example: VA /PRF/2026/005 – Secretariat Assistant

Deadline of application is on 31 March 2026. Only candidates that are shortlisted will be notified. For more information on PEMSEA, please visit www.pemsea.org.