



TERMS OF REFERENCE SECRETARIAT COORDINATOR

General Information

Reference:	VA /PRF/2026/006
Title:	Secretariat Coordinator
Duty Station:	PEMSEA Resource Facility, Quezon City, 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

The PRF Secretariat Coordinator is a member of the PRF Executive Director's Office and the Technical Committee and Knowledge Management Working Group. In support of the delivery of outcomes and outputs of the SDS-SEA Implementation Plan 2023-2030 and under the direct supervision of the Executive Director and in close collaboration with the members of the PRF Management Committee (MANCOM) and the Technical Committee SDS-SEA (Project) Implementation Group, the PRF Secretariat Coordinator will be responsible for:

- 1) overseeing planning, conduct and operations of the EAS Partnership Council (PC) and its Executive Committee (EC), PRF's Management Committee and EAS Congress; and
- 2) planning, developing and delivering PEMSEA secretariat, facilitation and other relevant services in support of a self-sustaining, regional partnership mechanism.

Major Functions/Key Results

PRF Secretariat and Facilitation services enables the EAS PC and EC to carry out their roles of providing overall direction to PEMSEA, reviewing its progress and defining the strategies needed to attain its vision and mission. Essentially, the PRF Secretariat Coordinator is responsible for the following:

- Coordinating the planning, development and documentation of PEMSEA's governance bodies such as the EAS PC, Executive Committee, MANCOM and the EAS Congress
- Undertaking necessary steps to determine the delivery requirements and actions that emanates from the PC, EC and MANCOM deliberations and decisions and consulting with the ED regarding the capability and timeframe of the PRF in delivering the requirements
- Preparing an annual budget for programmed Secretariat Services and, as required, facilitating the preparation of contracts/agreements with country and non-country partners and third party service providers



- Undertaking and reporting on the monitoring and evaluation of the SDS-SEA Implementation Plan including PRF's deliverables by regularly monitoring and recording the progress of its service delivery plan and undertaking/coordinating the necessary corrective and preventive actions to address problem areas, including the development and implementation of a stakeholder/customer feedback mechanism
- As part of EAS PC activity, organize the annual ocean roundtable on innovative, timely and emerging topics
- Develop and help establish a more sustainable PEMSEA Network of Young Leaders
- Provide secretariat assistance on special tasks such as organizational capacity assessment (in collaboration with HR) and business development and resource mobilization (in collaboration with business development and resource mobilization consultant), forging/revitalizing strategic partnerships with Head of Planning and Partnerships, NCPs and PRF projects and other tasks that may be assigned by the ED and EC.

Expected Outputs

The expected outputs are as follows:

1. Activity workplan & budget, coordination/update reports, activity proceedings and reports for the following governance bodies
 - EAS Congress
 - EAS Partnership Council Meeting
 - Executive Committee Meeting
 - PRF Management Committee Meeting
 - PNLG Executive Committee Meeting and PNLG (Technical) Forum
 - EAS Ocean Roundtable and other special activities
2. M&E reports for CSA and coordination of project reports
3. Annual PEMSEA Accomplishment Reports for country partners/donors in collaboration with technical staff and communications unit
4. Work with PNLG secretariat to plan, organize and provide secretariat support during the actual conduct, documentation, and monitoring of results of the PNLG Forum
5. Lead the development of the EAS Congress report and support the development of the financial report on the EAS Congress and Ministerial Forum (including preparatory meetings)
6. Develop the options paper reflecting lessons from past engagements and recommendations to institutionalize PEMSEA Network of Young Leaders (PNYL) for presentation at MANCOM, EC and PC and actual operationalization of PNYL, including resource mobilization plan, in collaboration with Business Development/ Resource Mobilization consultant and Head of Planning and Partnerships
7. Annual report on NCP engagement and other partnerships in collaboration with Head of Planning and Partnerships



Qualifications and Skills Required

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

Experience: Minimum of 5 year experience in regional governance, secretariat management, or international development. 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.

Technical Skills:

- **Technical Writing:** Ability to prepare 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.
- **Cross-Cultural Communication:** High emotional intelligence to manage relationships between local secretariats (like the PNLG) and regional partners.
- **Event Leadership:** Organizing massive, high-stakes international events.

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/2026/006 – Secretariat Coordinator

Deadline of application is on 1 May 2026. Only candidates that are shortlisted will be notified. For more information on PEMSEA, please visit www.pemsea.org.

We are committed to fostering a diverse and inclusive workplace. We encourage applications from women, men, and individuals of all gender identities, as well as people from diverse social and cultural background.