

GEF/UNDP/ASEAN PROJECT ON REDUCING POLLUTION AND PRESERVING ENVIRONMENTAL FLOWS IN THE EAST ASIAN SEAS THROUGH THE IMPLEMENTATION OF INTEGRATED RIVER BASIN MANAGEMENT (IRBM) IN ASEAN COUNTRIES

VA/TO-IRBM/2026-008

POST TITLE:	IRBM Project Technical Officer
TYPE:	Service Contract
DUTY STATION:	Manila, Philippines
DURATION:	One year contract, renewable subject to performance appraisal & availability of funding
CLOSING DATE:	September 25, 2026

Scope of Work

The GEF/UNDP/ASEAN Project on Reducing Pollution and Preserving Environmental Flows in the East Asian Seas through the Implementation of Integrated River Basin Management (IRBM) in the ASEAN Countries is a 5-year project (2023-2027) with the goal of establishing functional IRBM mechanisms in priority river basins/sub-basins in the six ASEAN Member States (AMS), i.e., Cambodia, Indonesia, Lao PDR, Malaysia, Philippines and Viet Nam, to reduce pollution, sustain freshwater environmental flows and adapt to climate change vulnerabilities.

The Project is designed to improve governance and management arrangements in IRBM and accelerate the required changes in the six AMS in support of national priorities, objectives and commitments to global sustainable development targets using the Source to Sea framework.

Under the guidance of the Executive Director of PEMSEA Resource Facility (PRF) and direct supervision of the Regional IRBM Project Manager, the IRBM Project Technical Officer will work with the Regional Project Management Unit (RPMU) team based at PRF to support the following tasks:

- IRBM project planning, implementation and reporting on a quarterly and annual basis and supporting preparatory work for project activities primarily at the regional level, and as necessary at the national and basin levels in coordination with the IRBM Project National Coordinators;
- Drafting Terms of Reference for project activities, reviewing project proposals and selecting service providers and consultants in line with PRF and UNDP procurement guidelines;
- Reviewing technical reports, guidelines and templates, project newsletters, river basin stories and other knowledge products and project outputs requiring technical inputs and copyediting prior to publication and dissemination;
- Documenting good practices and case studies in coordination with the Knowledge Management and Communications Specialist and IRBM Project National Coordinators;
- Supporting regional capacity development activities from program development to implementation and documentation;
- Planning and prioritizing own activity in support of the RPMU Team, ensuring project management activities are carried out in an efficient manner;
- Make recommendations to improve the efficiency and effectiveness of projects managed by RPMU; and
- Undertake other duties, from time to time, which are broadly in line with the above key responsibilities.



Qualifications and Skills Required

Education: At least a Master's degree in River-basin Management, Water Resources Management, Coastal and Marine Policy and/or Environment and Natural Resources related courses.

Experience: At least five (5) years of relevant experience in the coastal and marine or river basin sector. Familiarity with the environmental policies, programs and operating modalities of local and national governments of the six (6) participating ASEAN countries is desirable.

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

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. 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 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
