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TERMS OF REFERENCE
SENIOR PROJECT MANAGER

GENERAL INFORMATION

Reference	VA/PRF/2026/008
Title:	Senior Project Manager
Type:	P4 Program Officer
Duty Station:	Metro Manila, Philippines
Duration:	Fixed-term until December 31, 2028 with possibility of extension, subject to satisfactory performance and availability of project funds
Deadline:	October 31, 2026

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 11 country and 22 non-country partners in the East Asian Seas region committed to implementing a joint regional strategy called the 'Sustainable Development Strategy for the Seas of East Asia' (SDS-SEA). The PEMSEA Resource Facility (PRF) serves as the technical and secretariat arm of the Partnership.

Under the guidance of the Executive Director of the PEMSEA Resource Facility (PRF), the Senior Project Manager shall be primarily responsible for overseeing the Korean government-funded ODA Project and performing the duties and responsibilities detailed below.

DUTIES AND RESPONSIBILITIES

The Senior Project Manager shall perform the following duties and responsibilities:

A. Act as Head of Partnerships and Policy of the PEMSEA Resource Facility which include the following tasks:

- Organize and conduct collaborative planning sessions with partners and collaborating organizations in the Republic of Korea to strengthen the implementation of the Sustainable Development Strategy for the Seas of East Asia Implementation Plan (SDS-SEA IP) 2023-2030 in the country, identify opportunities for the Republic of Korea to enhance its participation in capacity development and technical assistance projects and programmes supporting SDS-SEA implementation in developing countries of the East Asian Seas region.

- Assist in identifying, formulating, and promoting resource mobilization initiatives of mutual interest in support of SDS-SEA implementation and the use of PEMSEA services in consultation with PEMSEA Country and Non-Country Partners, international and regional organizations, nongovernmental organizations, the business sector, and other relevant stakeholders.
- Assist the PRF Secretariat in preparing for meetings and supporting the operations of the EAS Partnership Council, Executive Committee, EAS Congress, Expert Working Groups, and other mechanisms established under the PEMSEA governance framework.
- Participate, as agreed with the PRF Executive Director, in ocean-related meetings, seminars, symposia, and workshops within and outside the East Asian Seas region as a PEMSEA representative or resource person.
- Serve as a member of the PRF Management Committee and contribute to strategic planning, organizational development and performance, and oversight, evaluation, and strengthening of PRF operation. Participate in other PRF committees, including the Contracts Committee, Technical Committee, and Procurement Committee, as requested.

B. Act as Senior Technical Officer reporting to the Regional Project Manager of the ODA Marine Plastics Project which includes the following tasks:

- Provide project oversight and monitor the progress of the ODA Project and review achievements against the Project results framework and indicators.
- Provide guidance to Country Managers on project activities involving participating countries, donors, and other stakeholders engaged in project implementation.
- Supervise the organization of training workshops, seminars, expert group meetings, and related activities, and participate in discussions on assigned topics related to the ODA Project.
- Liaise with the Government of the Republic of Korea regarding project progress, outputs, and budget expenditures.
- Oversee the production of awareness-raising and information materials concerning marine plastic litter and the objectives and achievements of the ODA Project.
- Promote project progress and impact by facilitating stakeholder participation and ensuring the timely and high-quality delivery of outputs in accordance with approved project work plans and budget.

COMPETENCIES:

Corporate Competencies:

- Demonstrates integrity by displaying SDS-SEA IP 2023-2030, PEMSEA, Partners' and Sponsors' values and ethical standards
- Promotes the vision, mission and strategic goals of SDS-SEA IP 2023-2030 and PEMSEA Partners

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- Knowledge of and sensitivity to the diversified social and economic systems, levels of development, culture, regions and traditions of the Seas of East Asia region
- Participates effectively in a team-based information-sharing environment, willing to collaborate and cooperate with others

Functional Competencies:

- Possesses a balance of forward-looking and pragmatic vision, multi-sectoral consensus-building capability, technical skills, knowledge of the region, and working experiences relating to coasts and oceans
- Ability to plan and develop the implementation of projects and activities focused on attaining the ultimate goals of the SDS-SEA
- Ability to network and develop partnership to achieve agreed targets
- Ability to organize high level consultation, possess interpersonal skills, diplomacy and tact in working with government agencies, academia, private sector and non-government stakeholders to address identified common or shared issues.

Leadership Competencies:

- **Regional Diplomacy and Strategic Networking.** The ability to build and maintain high-level relationships with government officials, regional bodies, and international organizations to advance the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA).
- **People Management.** The ability to provide clear direction, motivate team members, and foster a collaborative working environment. This includes setting expectations, delegating appropriately, providing constructive feedback, and ensuring that each team member understands their contribution to the project's overall objectives.
- **Decision Making and Accountability.** The ability to make timely, well-reasoned decisions particularly on project implementation matters without always escalating to the Executive Director. This includes owning the outcomes of those decisions, whether positive or negative, and demonstrating transparency in reporting to both PEMSEA and the Korean Government.
- **Communication and Influence.** Beyond functional verbal and written communication skills, the ability to be able to present ideas persuasively to senior officials, donors, and international bodies; represent PEMSEA credibly in strategic, high-level meetings and conferences; and translate complex technical or policy issues into clear, accessible language for diverse audiences.

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QUALIFICATIONS AND SKILLS REQUIRED

Education: A university degree related to natural or social sciences, economics, laws, marine-related science, business or other relevant subject areas. Post-graduate degrees will be considered favorably.

Experience: A minimum of seven (7) years of progressive experience in developing and implementing oceans, fisheries, shipping, maritime and ports-related policies, programs, and projects. Experience in regional or international organizations and projects development/fundraising would be an advantage. Project management experience, particularly a donor-funded project, and stakeholder engagement or multi-country coordination.

Language Requirement: High proficiency in written and oral communication skills in English. Knowledge of the language of any participating country in the region is an advantage.

Technological 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.

HOW TO APPLY

Applicants are requested to submit a cover letter and updated CV via email to recruitment@pemsea.org. Kindly indicate the vacancy reference number and position title in the email subject line.

Example: VA/PRF/2026/008- Senior Project Manager

Deadline of application: October 31, 2026

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.

Only candidates that are shortlisted will be notified. For more information on PEMSEA, please visit www.pemsea.org