



TERMS OF REFERENCE

Technical Officer – Marine Plastics

General Information

Reference:	VA/PRF/2026/13
Title:	Technical Officer – Marine Plastics
Duty Station:	PEMSEA Resource Facility, Quezon City, Philippines
Duration of Assignment:	1 January 2027 to 31 December 2028
Type of Assignment:	Project-based
Deadline of Submission of application:	November 30, 2026

BACKGROUND

Partnerships in Environmental Management for the Seas of East Asia (PEMSEA), with support from the Ministry of Oceans and Fisheries (MOF) of the Republic of Korea, is implementing the ODA Project on Reducing Marine Plastics in the East Asian Seas Region.

The Project aims to strengthen the capacity of participating countries and local governments to address marine plastic pollution through improved governance, sustainable marine plastics and waste management practices, capacity development, and demonstration of practical solutions for reducing marine plastics. Component 3 of the Project focuses on beach monitoring and related activities to generate reliable information on marine litter and plastic pollution, support evidence-based decision-making, and strengthen the technical capacities of participating institutions.

To support the implementation of Component 3 and other technical activities of the Project, PEMSEA seeks to recruit a Technical Officer – Marine Plastics. The Officer will work under the direct supervision of the Regional Project Manager (RPM) and provide technical, operational, and coordination support to the Regional Project Management Unit (RPMU).

OBJECTIVES

The primary objective of the assignment is to support the effective implementation of Component 3 on Beach Monitoring and other technical activities of the Project.

Specifically, the Technical Officer will:

1. Coordinate and support the implementation of beach monitoring activities of beach monitoring institutes in project sites.
2. Facilitate the collection, management, analysis, and reporting of marine litter monitoring data.
3. Provide technical assistance to participating local governments and partner institutions in implementing marine plastics monitoring and management activities.
4. Support the RPM in planning, implementing, monitoring, and reporting on the technical components, in particular, Component 2 Pilot Project of the Project.
5. Contribute to knowledge management, capacity development, and dissemination of project results.



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DUTIES AND RESPONSIBILITIES

Under the overall guidance and direct supervision of the RPM, the Technical Officer shall undertake the following responsibilities.

Component 3 – Beach Monitoring

- Coordinate the planning and implementation of beach monitoring activities in designated project sites in the Philippines and Timor-Leste.
- Assist in developing and updating beach monitoring work plans, schedules, protocols, and field survey arrangements.
- Provide technical guidance to local project partners on standardized marine litter monitoring methodologies and procedures.
- Coordinate with participating local governments, national agencies, academic institutions, and other stakeholders involved in beach monitoring.
- Support the preparation and delivery of training programs for local monitoring teams, including field sampling, litter identification, classification, and data recording.
- Ensure the timely collection, verification, consolidation, and management of beach monitoring data.
- Conduct basic statistical analyses of marine plastics and litter data, including litter composition, abundance, spatial distribution, and temporal trends.
- Prepare technical summaries, monitoring reports, and presentations highlighting key findings and implications for marine plastics management.
- Assist in assessing the effectiveness of monitoring activities and recommending improvements to monitoring protocols and implementation arrangements.
- Maintain inventories and records of beach monitoring equipment and materials provided through the Project.

Technical Support to Project Implementation

- Assist the RPM in the technical planning, implementation, and monitoring of project activities, including pilot projects on marine plastics and solid waste management.
- Support technical assessments, site investigations, field missions, and consultations related to marine plastic pollution and waste management.
- Assist in preparing technical specifications, Terms of Reference, and other technical documentation for equipment procurement, consultancy services, and project activities.
- Review technical reports, studies, and deliverables submitted by project partners, consultants, and contractors.
- Provide technical inputs to project work plans, progress reports, and other documents required by PEMSEA and the donor.
- Support the identification and documentation of good practices, lessons learned, and potential solutions for reducing marine plastic pollution.

Project Coordination and Capacity Development

- Coordinate with national and local project partners to facilitate the timely implementation of assigned activities.
- Assist in organizing technical meetings, training workshops, stakeholder consultations, and field monitoring missions.
- Prepare technical materials, presentations, meeting documentation, and activity reports.
- Support capacity-building activities related to marine litter monitoring, waste management, and marine plastics pollution prevention.
- Facilitate information exchange among project partners and relevant technical institutions.



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Project Monitoring, Reporting, and Knowledge Management

- Support the RPM in monitoring progress against approved project work plans, outputs, and performance indicators.
- Maintain and regularly update technical databases, monitoring records, and relevant project documentation.
- Prepare periodic progress updates and technical inputs for quarterly, annual, and other project reports.
- Contribute technical information, data visualizations, and case studies for project publications, newsletters, websites, and other communication materials.
- Assist in documenting project achievements, challenges, lessons learned, and recommendations.
- Perform other technical and project-related duties as assigned by the RPM.

QUALIFICATIONS AND SKILLS REQUIRED

Education: Bachelor's degree in Environmental Science, Environmental Engineering, Coastal Resource Management, Marine Science, Marine Biology, Environmental Management, or other disciplines relevant to marine plastic pollution and solid waste management. A master's degree in environmental science or related field would be an advantage.

Experience: At least five (5) years of relevant professional experience in development assistance projects, environmental management, marine pollution prevention, coastal resource management, solid waste management, or related fields.

- Experience in implementing or supporting Official Development Assistance (ODA) projects or internationally funded development projects is desirable.
- Practical experience in environmental monitoring, field surveys, data collection, or technical reporting is an advantage.
- Experience working with local government units, national government agencies, international organizations, or development partners is desirable.

Technical Skills:

- Basic knowledge of marine plastic pollution, coastal environmental management, and solid waste management.
- Ability to organize, manage, and analyze environmental monitoring data.
- Demonstrated research and writing skills.
- Ability to synthesize technical information into short, clear briefs.
- Ability to prepare clear and concise technical reports and present data in simple visuals such as charts and infographics
- Familiarity with international environmental agreements or the SDGs is an advantage.



Interpersonal Skills:

- Strong coordination and interpersonal skills in dealing with government agencies, local communities, and project partners.
- Ability to work independently with minimal supervision while maintaining effective communication with the RPM.
- Willingness and ability to undertake field missions and travel to project sites, including international travel when required.
- Ability to work harmoniously in a team, adapt to diverse professional and cultural backgrounds, and maintain a high standard of personal conduct.

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

Technological Skills: Proficiency in MS Office applications particularly Excel, Word, and PowerPoint. Familiarity with statistical analysis, GIS, or environmental data management software would be an advantage.

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/2026/013- Technical Officer – Marine Plastics

Deadline of application: November 30, 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