PEMSEA

TERMS OF REFERENCE
COMMUNICATIONS OFFICER

General Information

Reference:	VA/PRF/2026/015
Title:	Communications Officer
Duty Station:	PEMSEA Resource Facility, Quezon City, Philippines
Duration of Assignment:	1 January 2027 to 31 December 2027
Deadline of Submission of application:	December 15, 2026

BACKGROUND

Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) is an intergovernmental organization whose mission is to foster and sustain healthy and resilient oceans, coasts, communities and economies across the Seas of East Asia through integrated management solutions and strategic partnerships. The PEMSEA Resource Facility (PRF) provides secretariat, communications and technical services and assistance to partners to implement the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA) Implementation Plan 2023–2027.

For CY 2027, PEMSEA seeks to recruit a Communications Officer to lead the communications and knowledge management work of PEMSEA, including one project, PEMSEA E-Bulletin, and communications for the East Asian Seas (EAS) Congress 2027.

The Communications Officer will work under the overall guidance of the PRF Executive Director (ED) in close collaboration with various units of PEMSEA.

OBJECTIVES

The primary objective of the assignment is to lead PEMSEA's project and institutional communications for CY 2027, including in the preparation, actual and post communications activities for the EAS Congress 2027.

Specifically, the Communications Officer will:

1. Formulate and execute the project communications and knowledge management strategy, and document and disseminate project milestones and results.
2. Manage the publication of the monthly PEMSEA E-Bulletin and related digital media engagement.
3. Lead communications for the EAS Congress 2027.
4. Develop the 2026 PEMSEA Annual Report.
5. Ensure that all communication materials are clear and accessible to non-technical audiences and comply with PEMSEA and funder branding requirements.

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DUTIES AND RESPONSIBILITIES

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

Project Communications and Knowledge Management

- Serve as the project Communications and Knowledge Management Officer, formulating and executing the project communications and knowledge management strategy.
- In collaboration with the project team at the regional, national and local levels, support the systematic documentation, synthesis and dissemination of project milestones and the activities of marine environmental protectors.
- Produce high-impact feature stories, case studies and multimedia content showcasing local solutions and circular economy practices.

Digital Media Engagement

- Manage the complete publication workflow of the monthly PEMSEA E-Bulletin, from story sourcing and writing to subscriber segmentation and email and social media blast deployment.

EAS Congress 2027 Communications (50% of time)

- Serve as Lead Communications Officer for pre-Congress, Congress and post-Congress communications for the EAS Congress 2027, working closely with the PRF Communications Team, counterpart communications officer from MOE and Tangerang Regency, Indonesia, and PEMSEA country partners and networks.
- Develop a Congress communications plan covering pre-event promotion, live coverage, media relations and post-event reporting, with an estimated budget.
- Serve as the primary communications liaison between PRF and Indonesia's lead communications officer, the designated communications officers or teams of country partners, non-country partners and regional media networks.
- Work with the graphic designer, who will lead the design of official Congress assets, and direct the roll-out of these assets.
- Draft and distribute international press releases, pitch key forum outcomes to regional news outlets, and coordinate press conferences for the Ministerial Forum and side events.

Annual Report and Institutional Representation

- Lead the development of the 2026 PEMSEA Annual Report.
- Represent PRF in communications-related engagements as may be assigned by the ED.

Cross-cutting Responsibilities

In performing the above tasks, the Communications Officer shall:

- **Science communication and content transformation:** Take the lead in transforming technical documents into clear, compelling, non-technical communication materials for the website, e-bulletin and social media.

- **Branding policy compliance:** Ensure strict compliance with PEMSEA's visual identity guidelines, editorial standards and tone of voice across all publications and multimedia materials, taking into account specific funders' branding requirements and policies.
- **User engagement and analytics:** Monitor user analytics, search behavior and platform performance for the Project, the EAS Congress 2027 and the e-bulletin.
- **User engagement strategy and growth:** In collaboration with the Secretariat Coordinator and the PRF Communications Team, plan and execute the communications calendar across social media, the website and other channels.
- Perform other communications-related duties as may be assigned by the ED or the RPM.

QUALIFICATIONS AND SKILLS REQUIRED

Education: Bachelor's degree in Communication, Development Communication, Journalism, Public Relations, Environmental Science or a related field.

Experience: At least three years of relevant professional experience in communications, public relations, journalism or knowledge management, preferably with international organizations, development projects or the environment sector.

- Experience managing newsletters, email campaigns and social media channels, including audience analytics, is an advantage.
- Experience translating technical or scientific content for non-technical audiences is an advantage.

Technical Skills:

- Excellent writing and editing skills, including feature stories, case studies and press releases.
- Ability to transform technical documents into clear, compelling materials for the website, e-bulletin and social media.
- Ability to plan and manage communications plans, calendars and campaigns across multiple channels.
- Ability to monitor and interpret website, social media and email analytics.
- Knowledge of visual identity, editorial standards and donor visibility requirements.
- Familiarity with ocean and coastal governance, marine pollution or circular economy is an advantage.

Interpersonal Skills:

- Strong coordination and interpersonal skills in working with country partners, non-country partners, media and multiple teams.
- Ability to manage multiple deadlines and work independently with minimal supervision.
- Willingness to travel, including international travel for the EAS Congress 2027.
- 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 excellent oral and written communication skills.

Technological Skills: Proficiency in MS Office applications. Experience with website content management systems, email marketing platforms, social media management and analytics tools, and basic graphic or video editing tools 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/2026/015 – Communications Officer

Deadline of application: DECEMBER 15, 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