



Project Manager

Job grade	International	Reports to	Edwina Garchitorena - Country Director
Directorate	Conservation and Policy	Function	
Contract	Fixed term contract	Location	Ortigas, Philippines

Responsibility for resources

Direct line reports	NA	Responsibility for other resources	NA
Financial resources	REVIVE		

Our vision and mission

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

The **Zoological Society of London Philippines (ZSL Philippines)** country office was established in 2010 as an SEC-registered NGO and serves as the Philippine programme of ZSL, a UK-based international conservation organization. Headquartered in Iloilo City, ZSL Philippines implements science-based and community-led conservation programmes across coastal, marine, and freshwater ecosystems. Over the past 15 years, ZSL Philippines has developed strong expertise in mangrove restoration, marine protected areas, and species conservation, including work on seahorses, Philippine eels, Palawan pangolins, and the Mindoro tamaraw. The programme operates across multiple sites nationwide, with staff based in Iloilo, Tuguegarao, and Cebu. ZSL Philippines has approximately 40 staff and is supported by robust operational systems that enable effective and collaborative conservation action across priority landscapes and seascapes.

Project Description

The GEF PRICELESS Project seeks to increase legal protection for the Philippines Rise Marine Resource Reserve (PRMRR), formally listing this marine protected area under the Expanded National Integrated Protected Area System (ENIPAS). The PRMRR will be overseen by a permanent Protected Area Management Board (PAMB), which will be in a position to harmonize conflicting mandates and agendas between the various institutions currently tasked with governance. The GEF PRICELESS project will also address key data and information gaps to enable appropriate management, including gaps relating to key biodiversity, fisheries/resource uses, and associated threats. This will enable the PAMB to execute the necessary protected area enforcement and awareness-raising efforts, and thus foster enhanced appreciation for the value of PRMRR biodiversity and marine resources and compliance with laws and regulations. Management grounded in robust data and information will also facilitate fishing communities' access to benefits from sustainable fishing and alternative livelihoods. Finally, the GEF PRICELESS project will provide a model for the Philippines and elsewhere for achieving offshore marine

resource and ecosystem protection targets, including those related to biodiversity within the CBD, and add a large, highly biodiverse and unique ecosystem to the world's Key Biodiversity Area (KBA) and Ecologically or Biologically Significant Area (EBSA) systems.

Purpose of the Role

The successful applicant will be based in ZSL-Philippines office in Ortigas, Metro Manila with corresponding fieldwork and travel to project sites. He/she will work directly with the ZSL Philippines Country Director and Program Manager who will provide guidance and overall direction in reference to project strategy and approaches relative to planning, implementation, monitoring, evaluation and learning.

Key responsibilities

1. **Lead the development of annual project work plans** aligned with the overall project framework, ensuring that annual targets are clearly integrated into each staff member's individual objectives and monthly work plans.
2. **Oversee day-to-day project implementation**, including setting detailed workplans, coordinating calendars of activities, delegating tasks, and representing the team in communicating fieldwork schedules and project activities to partners and stakeholders.
3. **Facilitate periodic project reviews** with the team to assess progress against targets, compile feedback and evaluation results, identify enabling and hindering factors, extract lessons learned, and recommend adaptive strategies to improve effectiveness, efficiency, and budget utilization.
4. **Lead concept development and knowledge product creation**, including drafting project concepts, completing conceptual frameworks, and coordinating with internal reviewers to support proposal development, knowledge generation, and documentation of best practices.
5. **Provide regular implementation updates** to the Project Management Unit and the ZSL Philippines Leadership Team, ensuring timely, accurate, and transparent communication on progress, risks, and mitigation actions.
6. **Lead and oversee the preparation and submission of technical reports** to the Project Management Unit and project partners, ensuring outputs, outcomes, images, and information are accurate, appropriate, and well-documented in collaboration with the project team.
7. **Provide technical support and quality assurance** on all conservation interventions and field activities, ensuring alignment with science-based approaches, project standards, and monitoring requirements.
8. **Build and maintain strong working relationships** with local government units, national agencies, community groups, and other stakeholders, including supporting KPIs related to partnerships (activated when organizational direction is provided).
9. **Establish and implement systems for monitoring staff workplans**, including developing and using feedback/evaluation tools, tracking progress, identifying capacity needs, and providing coaching, mentoring, and technical guidance.
10. **Supervise, coach, and evaluate performance** of direct-report project staff, including conducting annual performance evaluations, regular check-ins, and supporting professional development needs.
11. **Ensure effective and compliant grant budget management**, overseeing budget use and ensuring all expenditures follow ZSL's and the funder's financial policies, procedures, and donor requirements.

12. **Coordinate closely with ZSL Finance and HR & Admin Units (PH and UK)** for financial reporting requirements and ensure overall operational compliance, including proper use of project assets, adherence to ZSL policies (H&S, HR, Finance, Communications), participation in institutional activities, and support for learning and capacity-building sessions with staff and partners.

Person Specification

Experience	
Essential	<ul style="list-style-type: none"> • A bachelor's degree in conservation, natural resource management, environmental science, social science, development, or management; • With at least 5 years' experience in project management in conservation, natural resource management (NRM) or development settings; • Extensive experience in planning, direction setting, implementation, monitoring, and reporting, and budget management preferably on conservation projects; • A good grasp of relevant conservation and development issues, and policy environment in the Philippines is desired, particularly around forestry and coastal and marine sectors; • Good understanding of local government and community dynamics in conservation/NRM settings; • Strong planning, team building and mentoring, organisational, interpersonal, communication and presentation skills; • Demonstrated systems and strategic thinking and problem solution skills; • An ability to manage competing priorities and delegate effectively;
Desirable	<ul style="list-style-type: none"> • Master's degree in Conservation or Project Management is desirable; • Experience in projects funded by bilateral or multilateral donor organizations (e.g., USAID, EU, etc.) is an advantage; • Knowledge on multi-stakeholder collaboration in conservation settings is desirable; • Experience in designing, implementing, or supporting awareness and advocacy campaigns, particularly in conservation, community engagement, gender, and environmental policy contexts.
Knowledge and skills	
Essential	<ul style="list-style-type: none"> • Excellent written and spoken English and Tagalog. Ability to speak and understand at least one or two local dialects in the Visayas (e.g., Cebuano, Hiligaynon, etc.) is an advantage; • Demonstrated capacity in technical report-writing, fund/budget monitoring and forecasting; • Proven ability to work effectively with teams and senior managers;

	<ul style="list-style-type: none"> Highly computer literate particularly in MS Office packages (e.g., Word, Excel, PowerPoint, and MS Teams).
Desirable	<ul style="list-style-type: none"> Able to demonstrate high accuracy and attention to detail with reference to written communications, whether in the form of documentation or call logging.
Additional requirements	
Essential	<ul style="list-style-type: none"> This post will require frequent travels to field sites and partner locations; This post is a blended role for office and field work; Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical); Comply with and promote Health and Safety policies and procedures.

Acknowledgement

I have read and understood the Job Description, and I hereby acknowledge the conditions and responsibilities for the job as stipulated in this Job Description.

Job Holder's Signature over Printed Name

Date signed

Kindly affix your signature and date signed on each page of the Job Description.