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**Technical Officer**

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| **Job level** | **[0-7]** | **Reports to** | **BFAR RO2/FMA 1 Secretariat**  **ZSL-PROCA Project Manager** |
| **Directorate** | **Conservation and Policy** | **Function** | **Technical and training support** |
| **Contract** | **Fixed term contract** | **Location** | **Tuguegarao City, Philippines** |

**Responsibility for resources**

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| **Direct line reports** |  | **Responsibility for other resources** | **[Where applicable, please provide information on machinery, confidentiality, animal welfare]** |
| **Financial resources** | **[Budget responsibility, income target etc.]** |

**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.

**Purpose of the role**

The purpose of this role is to provide technical support for the setting up of FMA 1 Management Office, the implementation of the ZSL-PROCA Project particularly on I-FIT implementation and other related administrative, training and logistical tasks.

The post holder will work closely with the DA-BFAR RO2/ FMA 1 Secretariat and the ZSL PROCA Manager to deliver the responsibilities and activities as noted within the Main Duties and Key Responsibilities section of this document. S/He will be based at the FMA 1 Management Board Office in Tuguegarao City with occasional travel to and from sites in the Philippines.

**Key responsibilities**

1. Coordinate with BFAR RO 2 and FMA 1 Secretariat and facilitate the setting up of the FMA 1 Management Office within BFAR RO 2 office;
2. Help coordinate with FMA 1 Management Board, DA-BFAR and the Local Government Units (LGUs), other national government agencies (NGAs), industry, Non-Government Organizations (NGOs) and other stakeholders for the legal establishment of Large-Scale Marine Ocean Conservation Area/Large Scale Marine Protected Area in the Northeastern Philippines under the Blue Nature Alliance-supported and ZSL-implemented Philippine Rise Ocean Conservation Area project;
3. Provide technical support to FMA 1 Secretariat and TWG for the crafting of sustainable policies and programs for the fisheries in FMA 1, including the development of the FMA Management Plan, the establishment of the Reference Points (RP) and the Harvest Control Rules (HCR) as well as other conservation and management measures;
4. Provide technical support to the FMA 1 MB in the effective implementation of the FMA1 Management Plan as a framework to guide the actions of BFAR, LGU, and all stakeholders within FMA 1;
5. Coordinate with FMA 1 Secretariat the submission of annual summary report highlighting the policies and measures, accomplishments and status of the PROCA and FMA 1;
6. Facilitate the implementation of IUU Fishing Index and Threat Assessment (I-FIT) surveys in FMA1 target sites and draft the monitoring and enforcement recommendations based on its results;
7. Help ZSL-PROCA and BFAR RO2-FMA 1 Secretariat develop and disseminate relevant communication, education, and public awareness (CEPA) materials related to the establishment of *Large Scale Marine Ocean Conservation Area/Large Scale Marine Protected Area in the Northeastern Philippines* and its positive implications on fisheries management;
8. Coordinate with BFAR FMA1 offices to ensure that PROCA communication strategy as well as social marketing campaigns are streamlined to BFAR’s communication plan;
9. Coordinate with ZSL PROCA Project and facilitate the implementation of the Capacity Building component for the BFAR RO2-FMA 1 Secretariat and Management Office under the approved workplan;
10. Responsible for official safekeeping and documentation of all FMA-1 Management Office related records;
11. Provide overall administrative and logistical needs of the FMA 1 Management Office and Secretariat according to approved workplan and budget.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role by concerned authorities.

**Person Specification**

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| **Experience** | |
| Essential | * University degree in Fisheries, Environmental Science, Management, Business Management/Administration, or related subject area. * At least 2 years of work experience in office administration, procurement, clerical and logistical support in government or corporate settings. * Demonstrated capacity in technical report writing * Demonstrated capacity in undertaking collaborative works with project partners including civil society organizations, line agencies and research institutions. * Advance knowledge and experience in organizing administrative support to training/workshops and administrative needs. * Knowledge and know-hows on using MS Office packages, specifically Word, Excel, PowerPoint, MS Teams and emailing, cloud files, etc., |
| Desirable | * Preferably, but not necessary, with experience and general knowledge on marine conservation, MPA establishment and management, fisheries management, fisheries laws. * Familiarity and experience in organizing administrative support to capacity building, preferred * Work experience in NGO settings, an advantage * Experience in huge projects funded by bilateral or multilateral donor organizations (e.g., UKAid, USAID, IKI, EU, etc.) is a plus |
| **Knowledge and skills** | |
| Essential | * Basic skills in using MS Office packages, specifically Word, Excel, PowerPoint, MS Teams and emailing * Good written and spoken English * Good organisational, interpersonal and communication skills * Proven ability to work effectively with teams and senior managers, and independently with remote or less supervision * Good problem-solving skills |
| Desirable | * Good understanding of marine ecosystems, fisheries and principles and their application to marine protection, and community resource use. * Able to demonstrate high accuracy and attention to detail with reference to written communications, whether in the form of documentation or call logging * Ability to speak and understand at least one local languages of Northern Luzon (Ilocano) is an advantage. |
| **Additional requirements** | |
| Essential | * This post is an office work and successful candidate is expected to report to FMA 1 Management Board Office (temporarily at the BFAR 2- FMA 1 Secretariat Office) Mondays to Fridays. * It may require occasional travel outside the office and in project sites, partner locations, and ZSL Country Office in Iloilo. * 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 |

**Skills & Abilities**

* Strong budget management and procurement skills.
* Good communication skills and the ability to present complex information simply
* Ability to work with teams in different time zones.
* Good project management skills to assist in delivering project processes and objectives
* Excellent communicator with high levels of written communication, negotiating, influencing and presentation skills.
* Excellent written and spoken English.
* IT skills
* Sound judgement based on knowledge and understanding.
* Have a solution-focused approach and the ability to make objective decisions under pressure.
* Ability to plan, prioritise and deliver to tight timescales.
* Implement high quality management and support systems for staff.
* Implement, communicate and promote organisational decisions and policies positively.
* Communicate effectively to, and manage expectations of, a wide range of internal and external audiences.
* Ability to build strong relationships with a wide range of people including Senior Management Team.
* Have a consistent approach towards others, operate with confidence and integrity.