



Environmental and Social Management System (ESMS) Officer

Job grade		Reports to	Project Manager, working closely with ZSL Central ESMS Manager
Directorate	Conservation and Policy	Function	Environmental and Social Safeguarding
Contract	Fixed term contract	Location	Tuguegarao City, Philippines

Responsibility for resources

Direct line reports		Responsibility for other resources	
Financial resources			

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.

In 2010, the ZSL Philippines Country Office was established as a duly accredited non-government organization (NGO) registered under the Securities and Exchange Commission (SEC) as a local branch of ZSL and holds its primary office in Iloilo City with field offices in Cebu, Puerto Princesa, and Tuguegarao. Over nearly 15 years ZSL Philippines has developed its conservation programme portfolio to include rehabilitation and conservation of mangroves, beach forests and seagrasses; establishment of community-based marine protected areas (MPAs) alongside seahorse conservation; riparian rehabilitation and freshwater conservation to protect the endangered Philippine eels from overexploitation; and conservation of Palawan pangolins and curbing its illegal wildlife trade. Establishment of large-scale offshore MPA and conservation of the endangered Mindoro tamaraw add to its programme portfolio in 2023-24. These programmes are well supported with robust financial, human resources, and health and safety management structures and systems.

Project Description

The Philippine Rise Ocean Conservation Area (PROCA) project presents an opportunity for ZSL-Philippines to partner with the Department of Agriculture-Bureau of Fisheries and Aquatic Resources (DA-BFAR), Fisheries Management Area 1 Management Board (FMA1 MB) and Blue

Nature Alliance (BNA) to catalyse the creation of approximately 150,000 km² of new large scale MPA and measurably improve management of approximately 10,000 km² of existing coastal MPAs by June 2027, through the following key interventions:

1. **EBSA to MPA Transition:** Upgrade the Philippine Rise Ecologically and Biologically Significant Area (EBSA) to a LSMPA through a structured stakeholder engagement process, zoning, management planning, and legal designation by June 2027.
2. **MPA Governance:** Stand up an FMA1 Management Office by June 2027 and develop institutional and technical capacity in governing FMA1, including management of the existing coastal MPAs and the proposed LSMPA.
3. **Monitoring and Surveillance:** Develop monitoring, control, and surveillance capabilities for the FMA1 Management that will benefit existing coastal MPAs and new offshore LSMPA.
4. **Sustainable Financing:** Assess sustainable finance options for the long-term management of the offshore LSMPA by June 2025. A potential Phase 2 engagement will be developed upon legal designation of the Philippine Rise LSMPA focusing on advancing the implementation of the selected sustainable finance model.

Purpose of the role

The successful applicant will be based in ZSL Philippines Tuguegarao Field Office, with corresponding fieldwork and travel to project sites in Aurora, Cagayan, Isabela and Quezon provinces, and travel to Metro Manila and Iloilo Country Office. S/He will work directly and report to the Project Manager but work closely with ZSL Philippines ESMS Manager and ZSL UK technical experts, who will provide guidance and overall direction relative to the development and installation of the Environment and Social Management System (ESMS) in the project as required by the donor.

In coordination with the DA-BFAR, FMA 1 MB, and ZSL Philippines/UK PROCA Project Team, the post holder will deliver the responsibilities and implement activities based on agreed upon strategies and approaches, following the approved workplan and budgets to ensure accomplishment of project goals, and objectives. His/her key responsibilities will focus mainly on the operational planning, development, implementation, monitoring and evaluation, and reporting the ESMS ensuring environmental and social safeguards are put in place to secure the welfare of target communities and affected sectors. S/he will ensure all programmatic compliances as mandated by national government agencies (Department of Environment and Natural Resources (DENR), and National Commission on Indigenous Peoples (NCIP)), among others are followed including related internal ZSL organizational policies and procedures.

Key responsibilities

1. Lead in the development of workshop and activity designs for the implementation installation, monitoring and reporting of ZSL's Safeguard Policies and Grievance Redress Mechanism (GRM) to community and government stakeholders and actors, and ensure compliance to these policies in project sites.
2. Act as focal person to communicate effectively with stakeholders and partners including community members the established Environmental and Social (E&S) Risk

and Mitigation measures, Environmental and Social Management Plan (ESMP), Gender Assessment and Mainstreaming Plan, and all compliances and due diligence processes in all project sites

3. Ensure ESMP, Community Engagement Process Framework (CEPF), Free Prior Informed Consent (FPIC) and Environment and Social Code of Practice (ESCAP) and other approved ZSL safeguard policies are developed and implemented in all the project sites.
4. Support the identification, assessment, and monitoring of overall capacity building needs on safeguards and compliance within the project for all staff, sub-grantee partners, community members, and stakeholder
5. Support and ensure that Implementing Partner organizations/sub-grant partners comply with the Project's ESMS and ZSL policies and processes relative to health and safety and safeguarding.
6. Undertake regular field visits to project sites to implement, assess and monitor the safeguard and other programmatic policy compliances of the project during implementation.
7. Timely communicate the major E&S risk, and responses to safeguards-related complaints to the ESMS Manager, Project Manager and Central HR Manager.
8. Ensure that all decisions are supported by appropriate and adequate documentation.
9. Generate E&S report in line with the project reporting requirements, updating of ESMP and practices related to E&S safeguards including support to the generation of stakeholder consultation reports.
10. Ensure the participation of actors and stakeholders in project activities as a part of Stakeholder Engagement Plan and update whenever required
11. Ensure knowledge management (documentation, case study, success stories) across the projects in close coordination with Project teams and partners.
12. Represent ZSL in different fora, attend meetings and provide support to partners as needed.
13. Frequent field visits to monitor and support for implementing partners and staffs to considering safeguard policy
14. Provide support and guidance to Stakeholder Engagement Officers to ensure adherence to ZSL and project ESMS (FAIRER) guidelines and policies in project activities.
15. Undertake such other duties commensurate with the grade of the post.

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder to reflect changes in the job or the organisation.

Person Specification

Experience	
Essential	<ul style="list-style-type: none"> • University degree in social science, social work, community development, development studies, environmental management, management, or related fields

	<ul style="list-style-type: none"> • At least 3 years of experience in environmental, social, and governance safeguard systems in government and corporate settings • Experienced in environmental and social impact assessments and mitigation measures and qualitative and quantitative research • Demonstrated track record in technical report writing and ability to communicate effectively to general audience
Desirable	<ul style="list-style-type: none"> • Preferably, but not necessary, has experience and general knowledge on coastal/marine conservation, marine protected areas, fisheries/fisheries management, and community resource use, among others. • Experience on multi-stakeholder collaboration in marine conservation and fisheries management settings, desirable • Work experience in NGO setting an advantage • Experience in projects funded by bilateral or multilateral donor organizations (e.g., UKAid, USAID, EU, etc.) an advantage
Knowledge and skills	
Essential	<ul style="list-style-type: none"> • Knowledge of national and global Environment and Social Safeguards instruments, Environmental rules and regulations • Good working knowledge and skills in MS Office packages (i.e., Word, Excel, PowerPoint, MS Teams), and emailing • Good in written and spoken English and Tagalog • Strong organizational, interpersonal, communication and presentation skills • Good understanding of community-based conservation initiatives • Demonstrated capacity in report-writing (training, activity, meeting, field documentation, news articles, etc.) and creating equivalent presentations • Good handle of qualitative and quantitative research and methodologies (e.g., surveys, focus group discussion, key informant interviews, etc.) and other participatory approaches
Desirable	<ul style="list-style-type: none"> • Ability to speak and understand at least one local languages of Northern Luzon (Ilocano) is an advantage. • 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"> • The post will require extensive field work in community settings, with considerable travel, direct exposure to the weather and immersion/integration to communities and sectors will be required.

	<ul style="list-style-type: none">• This post may require work during weekends while in the project sites.• 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
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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.