



Administrative and Training Assistant

Job grade		Reports to	Project Manager
Directorate	Conservation and Policy	Function	Administrative, Logistical, and Training Support
Contract	Fixed Term Contract	Location	Tuguegarao City, Philippines

Responsibility for resources

Direct line reports	N/A	Responsibility for other resources	N/A
Financial resources	N/A		

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 project presents an opportunity for ZSL-Philippines to partner with the Department of Agriculture-Bureau of Fisheries and Aquatic Resources (DA-BFAR), Fishery 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. S/He will work directly with ZSL Philippines PROCA Project Manager who will provide guidance and overall direction in project planning, implementation, monitoring, evaluation and learning. In coordination with the DA-BFAR, FMA 1 MB, BNA, and ZSL Philippines PROCA Project team, s/he will be responsible in supporting the overall administrative and logistical needs of the project according to approved workplan and budgets to ensure accomplishment of project goals, and objectives. S/he will be responsible for the official safekeeping of all office and project documents and records. S/he will provide administrative and logistical support in organizing and delivery of training and capacity building activities of the project.

Key responsibilities

Following ZSL Philippines' Project Scope of Work (SOW) and approved workplan and budget, s/he will undertake the following responsibilities in his/her assigned project/thematic area:

Administrative and Logistical Support

1. Take charge of the management and maintenance of the field office, its surroundings, as well as implementation of office rules and regulations (e.g., staff decorum, non-smoking and drinking, etc.). Ensuring upkeep of office and grounds and facilitates repairs and maintenance work as needed.
2. Responsible for scheduling, contracting, and monitoring of performance of externally hired workers (e.g., office cleaner, carpenter, plumber, etc.).
3. Responsible in scheduling and organising accommodation and flight bookings of ZSL Philippines PROCA staff and ZSL UK scientific/technical team traveling at sites or meetings with partners and stakeholders and other similar activities in coordination with the Project Manager, Finance Assistant/Bookkeeper, and Central Administrative Assistant.
4. Take charge of sending out and receiving documents, mails, packages and routing to concerned Project staff.
5. Coordinate and facilitate catering of meals or refreshments during meetings, conferences, workshops, and other office/project activities whenever required.

6. Work with the Finance Assistant/Bookkeeper and Central Finance Manager to facilitate compliance to statutory regulatory requirements (e.g., business permit, fire safety, earthquake drills, and first aid training, etc.).
7. Conduct monthly inventory checks and procurement of office and pantry supplies including canvass and preparation of purchase order; liaison with suppliers and contractors; and order of office, first aid, and pantry supplies.
8. Conduct monthly inventory of all office equipment and ensure that these are issued with stickers and Memorandum Receipts (MRs). This includes updating and consolidation of inventory records, filing of MRs and in reporting of MRs to Country Office.
9. Ensure effective operation of office equipment by completing preventive checks and maintenance.

Health and Safety

10. Take charge in the conduct, development, and communication of Health and Safety (H&S) Risk Assessments, Emergency Response Plans (ERPs), as well as response to emergency H&S cases in coordination with the HR Manager and Project Manager.

Training and Capacity Building

11. Support the Project Manager and team in organizing trainings, workshops and conferences including organizing logistical, administration support; liaising with suppliers and service providers; and assistance in preparation of post-training reports.
12. Support the Project Manager and team, and/or service providers in relevant needs pre-, during and post-training to secure the most effective delivery of outputs in every training activity.
13. Liaise with training participants pre-, during and post-training to ensure optimal achievement of learning and maintain the profile of ZSL Philippines to its highest standard.
14. Work with the Central Administrative Assistant in maintaining updated directory of ZSL Philippines training participants and recipient of learning materials.
15. Work with the Central Administrative Assistant in maintaining an inventory of all ZSL Philippines knowledge products and updated directory of recipient parties.

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.

Person Specification

Experience	
Essential	<ul style="list-style-type: none"> • University degree in Secretarial, Office Administration, 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.

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 training, 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	<ul style="list-style-type: none"> • 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
Desirable	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • This post is an office work and successful candidate is expected to report to ZSL Philippines Tuguegarao Field Office Mondays to Fridays. • It requires 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

*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 Society.*

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.