

JOB OPPORTUNITY

The Environmental Management Bureau (EMB) through the Institutional Strengthening Project of the Philippine Ozone Desk (POD) is in need of a PUBLIC AWARENESS OFFICER (PAO).

QUALIFICATIONS:

Education

- Bachelor's degree in Communication, Journalism & Environmental Science or related field.
- Advanced university degree post graduate or equivalent is an advantage.
- At least 24 hours of relevant training is required.

Work Experience

- A minimum of four (4) years of progressively responsible experience in public information or public relations is required.
- Experience and knowledge about Montreal Protocol on Substances that Deplete the Ozone Layer and related international environmental agreements are highly desirable.

Languages

Fluency in English and Filipino is required. Knowledge of other dialects in the Philippines is an advantage.

Duration : August – December, 2017 subject to regular performance review

INTERESTED APPLICANTS MAY SUBMIT THE APPLICATION LETTER TOGETHER WITH THEIR LATEST NBI CLEARANCE AND CERTIFIED TRUE COPY OF DIPLOMA/TRANSCRIPT OF RECORDS TO:

Ms. ELVIRA S. PAUSING
Program Manager, Philippine Ozone Desk
2nd Floor, Administration Bldg. Environmental Management Bureau (EMB)
DENR Compound, Visayas Avenue, Diliman, Quezon City

ATTENTION: Mr. JOEL U. BAUN
Administrative Officer, Philippine Ozone Desk
Tel. No. 928 4696 local 6

Deadline of submission of applications is on August 11, 2017.

ATTACHED IS THE TERMS OF REFERENCE (TOR)

TERMS OF REFERENCE

for

Public Awareness Officer

I. BACKGROUND

The Institutional Strengthening Project (ISP) was established in order to enable the government to phase out its ozone-depleting substances (ODS) consumption in the country according to the 1987 Montreal Protocol ODS Phase-out Schedule. This will also provide continuing support to the operation and functions of the National Ozone Unit (NOU) of the country, also known as the Philippine Ozone Desk (POD).

The financial assistance is given by the Multilateral Fund for the implementation of the ISP provided that it will further enhance and broaden POD's capabilities to perform greater tasks towards achieving the ODS phase-out compliance targets set forth by the Montreal Protocol and its amendments.

POD is mandated to undertake the following:

- Ensure compliance of timetable set to phase out ODS in the country;
- Strengthen procedures for restricting ODS imports;
- Coordinate with relevant government agencies;
- Supervise and monitor phase-out projects;
- Evaluate effectiveness of phase-out activities; and
- Collect national data on ODS consumption

II. SCOPE OF WORK

ISP as the key in the operation of the POD where it mandates covers numbers components, stakeholders, government implementing offices and international partner institutions. National coordination in planning, designing, implementing and evaluating information, education and communication (IEC) activities related to the 1987 Montreal Protocol on Substances that Deplete the Ozone Layer is necessary to prepare the stakeholders for ODS phase out and significantly reduce and eventually eliminate the demand for said substances. Hence, a Public Awareness Officer is needed for this important task.

The main responsibilities of the Public Awareness Officer are the following:

- Coordinates the planning, design, implementation and evaluation of IEC activities related to the ODS Phase-out Program of the Philippines;
- Prepares presentations and speeches on the ODS Phase-out Programs;
- Develop the content of the International Ozone Day Advertorial consisting of articles and messages and prepare in coordination with the EMB-EEID concept paper of activities in commemoration of the International Month for the Preservation of Ozone Layer;
- Update, in coordination with the EMB-MIS, the Program's activities and accomplishments in the POD website;
- Organize a Multi-stakeholders consultation meetings/workshops with civil society and end-users to solicit their views on the Kigali Amendment; and

- Prepare and implement, in partnership with Environmental Education and Information Division (EEID), EMB Regional Offices and partner government agencies the DENR-EMB-POD Public Awareness and Communication Plans;
- Disseminate information related to the Government policies on ODSs phaseout and the activities being implemented to affected sectors specifically on the phase-out of HCFCs and subsequent phase-down of HFCs in line with the Kigali Amendment;
- Organize consultation meetings with the concerned stakeholders to disseminate government policies on the ODSs phase-out and obtain commitment and cooperation and effective involvement in carrying out the task.
- Organize public awareness programs to promote the use of HCFC alternatives and technologies;
- Plan and create TV and Radio plugs, print advertisements/materials about ozone layer depletion, phase-out of HCFCs and promotion on the use of HCFC alternatives and technologies;
- Prepare an annual progress report of overall implementation of the POD in accordance with ExCom procedures and requirements
- Perform other related tasks as may deem appropriate by the POD Program Manager

The Public Awareness Officer will report directly to the POD Program Manager.

III. OUTPUT

To accomplish the above tasks, the Public Awareness Officer shall prepare a detailed work program to be approved by the Project Manager to serve as basis for monthly performance monitoring. Other outputs should be consistent with the requirements of the Program, MLF, UNEP and other agencies as stipulated in the Small Scale Funding Agreement, Project Implementation Manual, and as required from time to time.

IV. QUALIFICATIONS

The Public Awareness Officer should have the following minimum requirements:

Education

- Bachelor's degree in Communication, Journalism & Environmental Science or related field.
- Advanced university degree post graduate or equivalent is an advantage.
- At least 24 hours of relevant training is required.

Work Experience

- A minimum of four (4) years of progressively responsible experience in public information or public relations is required.
- Experience and knowledge about Montreal Protocol on Substances that Deplete the Ozone Layer and related international environmental agreements are highly desirable.

Languages

Fluency in English and Filipino is required. Knowledge of other dialects in the Philippines is an advantage.

V. DURATION

The engagement of the PAO will start on August – December, 2017 subject to regular performance review.