

Terms of Reference
Green Economy Programme Philippines (EU-GEPP)
PN: 20.9015.7-001.00

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations on behalf of the German Government. Presently, GIZ Philippines seeks a qualified candidate for one (1) position as:

Junior Advisor for Programme Coordination
(Band 3T)

to support the functions of the Programme Coordination Office (PCO) as secretariat of the Programme Steering Committee (PSC) of the Green Economy Programme in the Philippines (GEPP) and assist the DENR Programme Coordinator in overall project coordination.

Background and field of project involvement

In collaboration with the United Nations Development Program (UNDP), Expertise France and the International Finance Corporation (IFC World Bank Group), GIZ will support the European Union-funded Green Economy Program in the Philippines (GEPP) to foster a transformation towards circular economy, to improve resource efficiency and urban environmental services and to reduce plastic and packaging waste in the Philippines. In addition, interventions will aim at reducing GHG emissions and marine litter. The measures will be part of the regional BMWK project "Urban Act". GIZ will take on the role to act as main adviser on policy advice and stakeholder dialogue; and will support the overall coordination of the GEPP. The junior advisor will mainly support the PCO in carrying out their secretariat and coordinating functions.

Tasks

PCO Secretariat

- Coordinate, prepare, and administer technical requirements and logistics of PSC and PCO meetings, including drafting invitation letters, coordination with resource persons (e.g. collection of inputs), preparing presentations and material to be shared with PSC and PCO beforehand, in-meeting technical support, documentation, and dissemination of meeting results.
- Liaise with the DENR as secretariat of the PCO and support the Programme Coordinator with the oversight of the GEPP by assisting in:

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- The organization of meetings, workshops, and other activities of the PCO;
 - Programme monitoring and evaluation;
 - Consolidation and timely submission of reports; and
 - Establishing and maintaining relationships with stakeholders and other government offices, as needed.

General Tasks

- Carry out specific tasks concerning the management of working files, knowledge products and outputs of the GEPP, including systematic archiving and dissemination.
- Assist in the preparation of related procurement and contract monitoring processes for PCO- and PSC-related events, workshops and trainings.
- Perform other project related tasks as assigned by the Programme Coordinator.

Your Profile

- Bachelor's degree with good standing.
- At least 2 years professional experience related to project coordination and secretariat roles.
- Good working knowledge of modern IT and telecommunication systems (MS Outlook, MS Word, MS Excel), teleconferencing, team management and productivity software is essential.
- Experience in event organization, project management, and stakeholder coordination would be a strong asset.
- Experience working with government agencies and international development agencies, with thematic experience on green economy and waste management would be an asset.

Other knowledge, additional competences

- Good communication skills, ability to work in a multicultural team, social competence;
- High self-organization, diligence, attention to detail, cultural and political sensitivity, and efficient in organizing processes and utilizing resources;
- Readiness for travel within the Philippines;
- Ability to work in an intercultural environment;
- Professional fluency in English and Tagalog is required;

Duty Station: Quezon City

Direct Supervisor: Project Leader supported by involved senior advisers of the EU-GEPP

Duration of assignment: Earliest possible date up to December 2027