



TERMS OF REFERENCE

PHILIPPINE CENTER FOR ENVIRONMENTAL PROTECTION AND SUSTAINABLE DEVELOPMENT, INC.

Position Needed: **PROGRAMME RESEARCH ASSISTANT**
Location: 3/F Asian Pacific Center, 26 Harvard St., Cubao, Quezon
City Contact number: (632) – 7004-3908
Email address: admin@pcepsdi.org.ph
Contact Person: Ms. Rhea Paredes, Administrative and HR Manager

Background

The Philippine Center for Environmental Protection and Sustainable Development, Inc. (PCEPSDI) is a non-stock, non-profit, and non-government organization duly registered with the Securities and Exchange Commission. PCEPSDI is the Administrator of the National Ecolabelling Programme – Green Choice Philippines (NELP-GCP), a voluntary, multiple criteria-based, and third-party programme that aims to encourage clean manufacturing practices and consumption of environmentally preferable products and services.

The organization is in the forefront of the promotion and advocacy of sustainable consumption and production (SCP) practices in the Philippines including ecolabelling and certification, green procurement, environmental management system, resource efficiency and cleaner production, life cycle assessment, carbon footprint and green-house gases accounting, sustainability reporting, design for environment, and policy development. These are being implemented under several of PCEPSDI's programmes such as: Green Choice Philippines, Green Purchasing Alliance Movement, KGP3 Conferences, among others. PCEPSDI also has a wide array of clients and partners including governments, international organizations such as UNEP, FAO, and GIZ, and private sectors for developmental projects on SCP.

Correspondingly, PCEPSDI is in need of a dynamic and hardworking individual(s) that will occupy the position of **Programme Research Assistant** to support the implementation of activities and projects of Green Choice Philippines and Green Purchasing Alliance Movement.

Purpose of the Position

The **Programme Research Assistant** shall be a support function in the implementation of the GCP and GPAM/GPP programs and projects. She/he will perform documentation and research activities of the projects, coordinate functions among the organization internally and externally, communicate and work with project partners and other stakeholders, and provide assistance in the management and delivery of the project's outputs and outcomes.

Scope

The **Programme Research Assistant** will be directly reporting to the **Programme Officer**. S/he shall support the conduct of activities of the GCP and green procurement programmes such as activities related to criteria development and capacity building.

Duties and Responsibilities

The **Programme Research Assistant** shall assist in the conduct of GCP and GPAM activities including but not limited to the following:

1. Conduct research and studies relevant to the programme which include among other the gathering and review of data, materials, policies, and other information;
2. Draft and document the development of ecolabelling product criteria, product environmental specifications through appropriate research methods.
3. Conduct and document technical committee meetings in the development of ecolabelling criteria;
4. Provide technical assistance in the implementation of green procurement through research and other activities, such as but not limited to workshops, forums, and others.
5. Assist in the promotional activities of the programs;
6. Perform other duties and functions as may be directed by the Programme Director and Executive Director.

Qualifications, Skills, and Knowledge Requirements

PCEPSDI is looking for a dynamic and result-oriented individual with strong understanding and passion on business and environment to join the organization. The successful candidate must possess strong leadership, compelling interpersonal communication skills, excellent analytical, planning, and organizational skills with ability to work in a team environment while maintaining its work on his/her own initiative. Specifically, the candidate must satisfy the following qualifications:

- Must be a graduate of a 4-year course; preferably in the field of engineering (chemical engineering, industrial engineering, environmental engineering), developmental studies, marketing, or any related fields;
- Must have at least two (2) years relevant experience in any of the following: market research, environmental impact assessment, policy research.
- Experience on project management, programme management, training facilitation

is an advantage;

- Excellent writing and oral communication skills;
- Strong leadership, organizational, interpersonal skills, and positive attitude;
- Committed and high regard to teamwork with the ability to work in high pressure environment, manage multiple tasks while maintaining effective relations with colleagues and a wide range of external parties;
- Creative mindset and resourceful and able to take initiative in performing assigned tasks even on extended and odd hours;
- Able to work independently, take initiative, and handle variety of concurrent activities, innovative and open-minded to all aspects of work; and
- Computer literate at least in MS Office, and has skills and knowledge in different social media platforms.

To apply

Interested parties may send their application letter, comprehensive resume with attached picture and character references, and other supporting documents addressed to Mr. June M. Alvarez, President, and Executive Director, and send to admin@pcepsdi.org.ph or through our website at www.pcepsdi.org.ph/careers

