Position Title: Project Coordination Consultant

Project: Private Sector Consultation Mechanism (PSCM) under the EU-PH Green Economy Partnership (GEP) Programme
Organization: European Chamber of Commerce of the Philippines
Employment Type: Project-Based Consultancy
Work Arrangement: Hybrid (Main Office & Remote)
Project Duration: July 2026 to August 2027
Reports To: Senior Project Advisor

About the Organization

European Chamber of Commerce of the Philippines (ECCP) is one of the leading multilateral foreign chambers in the country, representing over 950 member companies and promoting stronger economic and commercial relations between Europe and the Philippines.

Under the EU-PH Green Economy Partnership (GEP) programme, ECCP will operationalize the **Private Sector Consultation Mechanism (PSCM)** to strengthen structured engagement between the European private sector, Philippine government institutions, local government units (LGUs), and development partners in support of circular economy and climate-related initiatives.

The project supports policy dialogue, investment facilitation, stakeholder coordination, and the development of circular economy investment opportunities nationwide.

Position Summary

The Project Coordination Consultant will support the implementation and day-to-day coordination of the PSCM project under EU-PH Green Economy Partnership (GEP) programme. The role requires strong organizational, stakeholder engagement, and project management skills to ensure efficient coordination among project partners, government agencies, business organizations, LGUs, and international stakeholders.

The consultant will assist in organizing consultations, facilitating communications, monitoring project activities, preparing reports, coordinating events and meetings, and supporting investment-related and policy engagement activities connected to circular economy and climate-aligned initiatives.

The successful candidate will play a key role in supporting the ECCP Secretariat as the central coordination hub for stakeholder engagement, project monitoring, and communication activities.

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Key Duties and Responsibilities

1. Project Coordination and Implementation

- Support the implementation of project activities, timelines, and deliverables
- Coordinate project schedules, meetings, workshops, and stakeholder consultations
- Assist in maintaining project documentation, records, and tracking systems
- Ensure smooth coordination between ECCP, EU-PH Green Economy Partnership (GEP) programme partners, government institutions, and stakeholders

2. Stakeholder Engagement and Communication

- Facilitate communication with national agencies, LGUs, business networks, and development partners
- Coordinate stakeholder consultations and thematic discussions
- Support engagement with European companies, chambers of commerce, and private sector representatives
- Prepare meeting notes, activity summaries, and coordination reports

3. Monitoring and Reporting

- Support monitoring of project activities, engagement outputs, and implementation progress
- Maintain databases and tracking systems for consultations, investment leads, and stakeholder engagement
- Assist in preparing narrative reports, monitoring updates, and presentation materials
- Coordinate collection and consolidation of project information and documentation

4. Event and Activity Management

- Assist in organizing local and international engagement activities, conferences, and business dialogues
- Coordinate logistics for consultations, missions, trade fairs, and stakeholder events
- Support preparations for participation in international platforms and investment-related activities
- Ensure compliance with project visibility and communication requirements

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5. Administrative and Operational Support

- Coordinate internal project communications and schedules
- Support procurement, financial documentation, and administrative processes
- Assist in drafting correspondence, concept notes, and briefing materials
- Provide operational support to the PSCM Secretariat and project leadership

6. Research and Technical Support

- Conduct background research and stakeholder mapping related to circular economy and investment opportunities
- Assist in the preparation of policy inputs, investment briefs, and knowledge materials
- Support data gathering and analysis related to project implementation and stakeholder engagement

Qualifications and Requirements

Educational Background

- Bachelor's degree in Business Administration, Development Studies, Economics, Environmental Management, International Relations, Public Administration, Communications, or related field

Professional Experience

- Minimum of 3–5 years of experience in project coordination, stakeholder engagement, development cooperation, or consultancy work
- Experience working with donor-funded projects, international organizations, chambers of commerce, or government institutions is an advantage
- Experience organizing events, consultations, and multi-stakeholder engagements preferred

Technical Competencies

- Strong organizational and coordination skills
- Excellent written and verbal communication abilities
- Experience preparing reports, presentations, and documentation
- Familiarity with project monitoring and stakeholder management processes
- Proficiency in Microsoft Office and online collaboration tools

Preferred Knowledge Areas

- Circular economy and sustainability initiatives
- Climate-related programmes and green investment
- Public-private partnerships and stakeholder engagement
- Development cooperation and policy dialogue

Core Skills

- Attention to detail and multitasking ability
- Problem-solving and adaptability
- Strong interpersonal and relationship management skills
- Ability to work independently and collaboratively
- Time management and organizational effectiveness

Key Performance Indicators (KPIs)

The Project Coordination Consultant will be evaluated based on:

- Timely coordination of project activities and deliverables
- Quality and completeness of reports and documentation
- Effectiveness of stakeholder engagement and communication
- Accuracy and maintenance of tracking systems and databases
- Successful coordination of meetings, consultations, and events

Working Conditions

- Hybrid work arrangement based on project requirements
- Occasional local and international travel may be required
- Collaboration with local and international stakeholders and institutions
- Flexible work schedule during major project activities and events

Compensation and Benefits

- Competitive consultancy compensation package
- Opportunities for professional development and international exposure
- Participation in high-level policy and investment discussions
- Experience working on sustainability and circular economy initiatives
- Collaborative and professional work environment

Equal Opportunity Statement

European Chamber of Commerce of the Philippines is committed to diversity, inclusion, and equal opportunity employment. Applications from qualified individuals of all backgrounds are encouraged.

Application Process

Interested applicants should submit the following:

- Updated Resume or Curriculum Vitae
- Cover Letter highlighting relevant project coordination experience
- Relevant certifications or supporting documents (if applicable)

If you are interested in applying, please fill out the Google Form.
Link: bit.ly/applyPSCM

Only shortlisted applicants will be contacted for further evaluation and interview.