



Policy Research Analyst (Project-Based)

Project Title: “Strengthening Local Environmental Governance and Policy Coherence for Biodiversity Conservation in the Bicol Region (Protected Area System of Camarines Sur): Insights for National Policy Reform”

The project examines governance gaps, institutional coordination, and policy coherence in biodiversity conservation at the local and regional levels, with the goal of informing national policy reforms.

Position Details

- **Position Title:** Junior Research Analyst
- **Appointment:** Project-based (Contract of Service/Full-time)
- **Duration:** January–December 2026 (subject to project schedule and performance)
- **Duty Station:** IESM-UP Diliman, with fieldwork in the Bicol Region (Camarines Sur and nearby sites)
- **Salary:** SG 13 (COS)

Duties and Responsibilities

Under the supervision of the Project Leader, the **Policy Research Analyst** will be responsible for providing technical and analytical support across all phases of the project, including field research, stakeholder engagement, and policy analysis.

Specifically, the Policy Research Analyst will:

1. Participate in **field research activities**, including coordination and conduct of key informant interviews (KIIs), focus group discussions (FGDs), and site-level consultations with LGUs, PAMBs, DENR offices, and local stakeholders in selected protected areas.
2. Provide **on-site and off-site support** for project workshops, public forums, and validation meetings, including preparation of background materials, documentation of discussions, and synthesis of stakeholder inputs
3. Assist in **policy and institutional analysis**, including review of national laws, regional policies, LGU ordinances, land-use and development plans, and other governance instruments related to biodiversity conservation
4. Contribute to **project data analysis and synthesis**, including organization and interpretation of qualitative data from interviews, FGDs, and policy reviews, in support of governance mapping and policy coherence assessment
5. Support the preparation of **technical outputs and knowledge products**, such as workshop proceedings, analytical tables, policy matrices, and draft sections of discussion papers or policy briefs, as assigned
6. Manage and maintain organized **project research files and databases**, ensuring proper documentation and version control of field notes, transcripts, and policy documents



7. Assist in meeting project reporting requirements and timelines, and provide technical support to the Project Leader and Consultant as needed.

Minimum Qualifications

- Master's degree in Environmental Studies, Forestry, Development Studies, Public Administration, Political Science, Geography, or related fields
- Training or experience in qualitative research methods (e.g., interviews, FGDs, policy document review)
- Strong organizational, analytical skills, documentation, coordination skills, and can work independently.
- Excellent written and oral communication skills
- Willingness to travel for fieldwork
- Familiarity with environmental policy and governance, LGUs, or biodiversity policy is an advantage

How to Apply

- Interested applicants should submit the following:
- **Application letter** indicating interest and availability
- **Curriculum Vitae (CV)**
- **Sample of written work** (e.g., research paper, policy brief, or report – optional but encouraged)

Please send applications to:

DR. ENRICO L. REPLAN

Assistant Professor

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 ereplan@iesm.upd.edu.ph

 **Deadline for submission: February 15-30, 2026**

Only shortlisted candidates will be contacted.