



**CORAL TRIANGLE
INITIATIVE**
ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



Term of Reference
IT OFFICER
Regional Secretariat
Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security
(to be based in Manado, North Sulawesi, Indonesia)

The Regional Secretariat of CTI-CFF is looking for a qualified, experienced, mature and motivated IT Officer, to be based in Manado, North Sulawesi, Indonesia.

Background

The Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF), also known as the Coral Triangle Initiative (CTI), is a multilateral partnership of six countries: Indonesia, Malaysia, Philippines, Papua New Guinea, Solomon Islands and Timor-Leste. These countries work together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change and marine biodiversity. The Coral Triangle (CT) is sometimes referred to as the “Amazon of the seas”, is the epicentre of marine life abundance and diversity on the planet with over 75% of all known coral species, 53% of the world’s coral reefs, over 3,000 fish species the greatest extent of mangrove forests of any region in the world and spawning and juvenile growth areas for what is the largest tuna fishery in the world.

At the Leader's Summit in 2009, these governments agreed to adopt a 10-year CTI-CFF Regional Plan of Action (CTI RPOA) to safeguard the region’s marine and coastal biological resources. Through the CTI-CFF, the Coral Triangle countries have agreed to support people-centred biodiversity conservation, sustainable development, poverty reduction and equitable benefit sharing. The six governments also launched an ambitious and visionary 10-year Regional Plan of Action (RPOA).

The Coral Triangle Initiative on Coral Reef, Fisheries and Food Security (CTI-CFF) is implementing its Regional Plan of Action (RPOA 2.0). In achieving its 2025 goal and 2030 goals of the second phase of the RPOA 2.0.

The Regional Secretariat is mandated to promote regional cooperation, sharing of lessons, and facilitate learning across the six Coral Triangle (CT6) countries. The Regional Secretariat also coordinates, monitors and evaluates the progress in achieving the CTI-CFF Regional Plan of Action (RPOA) goals. Its main activities cover the following areas: organizational development, outreach and communication, regional coordination and mechanisms, technical and thematic working groups, development of key regional reports, and capacity development. It also serves as the main liaison and for all CTI-CFF official functions such as the bi-annual CTI-CFF Ministerial Meetings and the annual CTI-CFF Senior Officials Meetings.

The CTI-CFF is administered and managed through Headquarters of CTI-CFF Regional Secretariat located in Manado, North Sulawesi, Indonesia.

The Regional Secretariat of CTI-CFF is looking for an IT Officer as part of the Communication and Information Team.

Terms of Reference (ToR)

These Terms of Reference (ToR) sets out the role, functions, and procedures applicable for the appointment of the IT Officer to the Regional Secretariat of Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF). The IT Officer will operate in accordance with this ToR and the administrative requirements of the CTI-CFF's Rules.

Scope of Work

The IT Officer shall perform the following tasks professionally. Under the direction and supervision of the Communication and Information Manager, the IT Officer shall:

Administration / Maintenance of CTI-CFF Websites:

1. Administer and maintain the CTI-CFF official website and any other official sites under CTI-CFF in coordination with the Communications Team, including assisting with regular updates, content uploads, usage data tracking, and ensuring secure and stable operation. This also includes archiving content and implementing new features or tools as needed.
2. Develop and provide simple, user-friendly guides and training for staff on website use (uploading events, photos, articles).
3. Design and update website banners (static or dynamic) and improve features as needed.
4. Conduct regular testing of back-up and recovery systems to prevent data loss and ensure business continuity.
5. Document all website changes, updates, and technical procedures.
6. Ensure all web systems and digital tools are protected from unauthorized access or cyber threats.

Administration of CTI-CFF Regional Secretariat's internal and external document system:

1. Manage and improve the CTI-CFF Secretariat's internal and external document management systems, including the Official Document System (ODS) and internal photo/document archive.
2. Support the administration and secure operation of the Experts Database, including implementing regular backups and recovery mechanisms to prevent data loss from power outages, software failures, or cyber threats, as well as ensuring robust error prevention and data protection protocols are in place.
3. Set-up security procedures that prevent unauthorized access.

Administration/Maintenance of CT Atlas:

1. Coordinate and interact with the CTI-CFF M&E team for technical operations, maintenance, and data integrity of the CT Atlas hosted on the Secretariat's cloud server.
2. Provide technical assistance and training to staff and partners in day-to-day CT Atlas operations.
3. Ensure integration of approved datasets into the CT Atlas platform in coordination with the M&E and Data Officer.

Administration and Maintenance of CTI-CFF Digital Platforms, Internal Systems, and Hosting Services:

1. Manage and maintain the CTI-CFF email system, domain account, web hosting, and related cloud-based services.

2. Administer and provide technical support to staff for internal systems such as HashMicro (ERP) and the pass card access control system, to ensure system reliability, user access management, and data security.
3. Perform regular updates, backups, and troubleshooting across all digital tools and applications used by the Secretariat.
4. Coordinate with vendors and service providers for system enhancements, integrations, and technical support.
5. Provide first-level IT support for staff, troubleshoot hardware/software issues, and maintain accurate IT asset inventory.
6. Recommend and implement cost-effective improvements in digital platforms, tools, and services used by the Secretariat.
7. Document processes and maintain records of changes or updates to internal systems and platforms.
8. Work as a team with other team members of Corporate Services (CS) as well as Program Services (PS).

Coordination and Reporting

1. The IT Officer will report directly to the Communication and Information Manager (CIM) of the CTI–CFF Regional Secretariat in the daily implementation of his/her services as outlined in the TOR.
2. Works in close coordination with the Monitoring and Evaluation Manager (MEM), Communications Team, Corporate Services, Programme Services, and relevant Secretariat teams.

Competency Requirements

Competencies required for this position include:

1. Candidates must have a Bachelor Degree in information technology, computer engineering; or any other similar subject, with minimum of 5 years of experience in website administration, database management, coding (PHP, HTML, CSS, JavaScript, MySQL), and IT support
1. Extensive knowledge in Database Management System e.g..Big Data or Data Mining
2. Extensive knowledge in Content Management System (i.e. Drupal and Wordpress)
3. Knowledge in GIS Software (i.e. ArcGIS, Quantum GIS, ENVI) would be advantageous
4. Experience in coding procedures and functions in MySQL is a must
5. Capability to learn and use proprietary software applications
6. Ability to manage multiple priorities and work under pressure with tight deadline
7. A determination to achieve and succeed
8. The ability to meet deadlines in a high-pressure environment
9. Consistency regardless of project size
10. Good organizational skills
11. The willingness to listen to feedback and use it to improve
12. Strong interpersonal skills and a passion to work with people across levels, functions and programs to build a strong coherent institution; and ability to work effectively in a fast-paced office environment, both independently and as part of a global team across time zones
13. Other relevant certification would be an advantage
14. Working experience as full-stack engineer is an asset

Period of Employment and Mode of Engagement

The period of employment will be **24 months subject to 3-month probation** and commences on the date of appointment.

Condition of Application

1. This position is open only for citizens of CT6 Member Countries (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, Timor Leste).
2. The successful applicant will be based at the CTI-CFF Regional Secretariat in Manado, North Sulawesi, Indonesia.
3. Competitive compensation and benefits:
Salary according to CTI-CFF Salary Scale (Grade Level 13)

Submission of Application

1. Please submit your cover letter (including your last salary information), CV, with at least 3 Work References and scanned copies of certificates i.e., diploma, training to: regional.secretariat@cticff.org in format <IT Officer > <Your Name> **by 18 July 2025.**
2. The position is subject to open competition regardless of race, color, gender, mother tongue, religion and beliefs, or the national, ethnic or social origin.
3. Only shortlisted applicants will be contacted for interview.