



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



SOLICITATION FOR CTI-CFF REGIONAL SECRETARIAT VACANCY (1 POST)

Issuance Date	5 October 2021
Application Deadline	19 October 2021
Type of Contract	Service Contract
Position Grade	Grade 13
Position Title	Project Assistant
Place of Performance	RS CTI CFF, Manado, Indonesia
Duration	8 (eight) months
Fund Source:	RTI Sub-award

I. Background

The Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) is a multilateral partnership of six countries (Indonesia, Malaysia, Philippines, Papua New Guinea, Solomon Islands, Timor-Leste) working together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change and marine biodiversity.

To pursue the alternative financing for CTI CFF projects, RS CTI CFF has approached the RTI/USAID. Based on the assessment made by the RTI, CTI-CFF proposed for capacity development and strengthening support towards enhancing its capacities for compliance to USAID's requirements as a Public International Organization.

In working with RTI, the Regional Secretariat of CTI-CFF is looking for a **Project Assistant** to provide administrative support and assistance for the efficient implementation of the program activities.

The Regional Secretariat of CTI CFF is the facilitating and coordinating body of CTI CFF commits to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

II. Duties and Responsibilities

1. Provides administrative support to the Project Management Team focusing on achievement of the following results:

- Support the finance, administrative, Procurement, office coordination of project implementation activities to process and follow-up on administrative actions, e.g. recruitment and appointment of consultant, register the RS in the Service Providers as indicated in the workplan, in-house/online trainings and workshops, invitation to NCCs for involving in the training as indicated in the workplan, travel arrangements (*if needed*), authorization of payments, disbursement of funds, procurement of equipment and services, security compliance, etc.
 - Provision of general office assistance such as response to simple information requests and inquiries; reviews, logs and routes incoming correspondence; establishment of filing system and maintenance files/records; organization of meetings, workshops, training; routine administrative tasks, including maintaining attendance records, assessing telephone billing, etc.
2. Support the project team to ensure effective reporting on the project planning and on progress of the project implementation focusing on achievement:
- Compiles, summarizes, and presents basic information/data on the project and related topics or issues.
 - Reviews project documents for completeness and compliance with the workplan in relation to the rules and procedures prior to submission for final approval and signature.
 - Implement project standard operating procedures in line with the CTI CFF and USAID rules and regulations.
 - Support to the preparation of monthly project reports, in line with the monitoring and reporting guidelines and presents it to the project assurance team on a timely manner.
3. Supports knowledge building focusing on achievement of the results as stated in the workplan:
- In coordination with RS Communication unit and other relevant counterpart, support documentation of the project activities as a tool to communicate results, building image of CTI CFF to stakeholders and buy-in to the future projects, and other resource mobilization efforts for the project.
 - Participation in the trainings for the operations/projects staff.

III. Competencies

1. Operational

- Good knowledge of administrative rules and regulations of the international organizations
- Detailed knowledge and understanding of clerical, administrative, secretarial best practices and procedures, in-depth knowledge of office software applications relating to word processing data management presentation as required
- Ability to perform a variety of tasks and duties related to project
- Ability to review data, identify and adjust discrepancies
- Ability to handle a large volume of work possibly under time constraints
- Ability to operate and maintain a variety of computerized office equipment

2. Managing Data, documents and reports.
 - Creates, edits and presents information in visually pleasing, clear and presentable formats such as tables, forms, presentations, briefing notes/books and reports using advanced word processing and presentation functions and basic database and spreadsheet software
 - Edits, formats and provides inputs to correspondence, reports, documents and/or presentations using word processing, spreadsheets and databases meeting quality standards and requiring minimal correction
 - Shows sound grasp of grammar, spelling and structure in the required language
 - Ability to produce accurate and well documented records conforming to the required standard.

IV. Required Skills and Experience

1. Education:
 - Diploma Degree (3 years) in Accounting, Finance, Business, Public Administration, Economics, Political Sciences, Social Sciences or other relevant fields of study
2. Experience:
 - Minimum 5 years of relevant professional experience, preferably in the field of development
3. Language Requirements:
 - Proficient in Bahasa Indonesia and English communication skills, both verbally and in writing,
4. Other Requirements:
 - Knowledge of and experience in supporting administration of international cooperation projects will be highly desirable.
 - Proficient in Microsoft Office (Word, Excel, Access, PowerPoint), web-based systems and the Internet,
 - Capability to learn and use proprietary software applications,

V. Compensation

USD 700 per month paid in Indonesian Rupiah equivalent

VI. Conditions of Application

1. Applications are open to all nationals of the CTI-CFF Member Countries.
2. The successful applicant will be based at the CTI-CFF Regional Secretariat in Manado, North Sulawesi, Indonesia

VII. Submission of Application

Please submit your application in English and include a cover letter, Curriculum Vitae, three (3) work references in format <Project Assistant><Your Name> **by 19 October 2021 to** regional.secretariat@cticff.org

Only shortlisted applicants will be contacted for interview.