



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



The CTI--CFF Regional Secretariat  
invites citizens of Coral Triangle Member Countries  
to apply for the position of:

**Communication and Information Manager  
(Re-Advertised)**

(to be based in Manado, North Sulawesi, Indonesia at the Regional Secretariat serving  
Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands and Timor-Leste)

**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.

The Regional Secretariat of CTI-CFF is looking for a **Communication and Information Manager** to manage and implement the Communication Strategy Plan of CTI-CFF and ensure the effective communication and marketing services of CTI-CFF organizational programs, projects, and activities.

**II. Scope of Work**

1. Execute and update CTI-CFF Communication;
2. Regularly promote CTI-CFF's work to relevant stakeholders and audiences using a variety of communication materials, tools, activities and channels;
3. Engage with the national, regional and international media to cover CTI-CFF relevant activities and events;
4. Arrange press conference for the CTI-CFF as and when needed;
5. Develop and disseminate CTI-CFF centric press releases, updates, and announcements using a variety of communication avenues;
6. Manage the regular development and distribution of CTI-CFF e-newsletter and managing of its contents;
7. Ensure the regular maintenance of the Regional Secretariat's e-Library and other forms of documentation platform;
8. Lead the coordination and/or implementation of CTI-CFF Coral Triangle Day Celebration;
9. Manage the communication, information and media relations in aspects of all CTI-CFF activities such as Senior Officials Meeting, Ministerial Meeting, Leaders Informal Gathering, Technical Working Group and Governance Working Group

- Meeting/Activities, Regional Business Forum, Women Leaders Forum, University Partnerships, and other regional and selected national activities relating to CTI-CFF;
10. Lead the coordination and implementation of all CTI-CFF related campaigns;
  11. Manage the production and dissemination of communication materials to promote the CTI-CFF;
  12. Safeguard the CTI-CFF brand and ensure that it is used properly across all communication outputs including those by CTI-CFF partners and collaborators;
  13. Coordinate with all other Coral Triangle partners' communication staff for joint activities;
  14. Oversee the CTI-CFF website through:
    - provision of editorial direction on content development;
    - produce and update material as content of CTI-CFF website, Facebook, Twitter, and other communication channels;
    - responsible for final clearance on all communication materials developed in accordance with protocols;
  16. Provide overall direction on the communication strategies/approaches to be used by task/activity;
  17. Responsible for review of monitoring and evaluation of communication activities to identify challenges and determine course corrections as needed;
  18. Supervise IT Officer on CTI-CFF-managed websites and other information and data management related activities;
  19. Provide/manage efficient and effective technical information relating to Corporate Services responsibilities/tasks such as coordination and documentation on the finalisation of the draft Host Country Agreement, CTI-CFF Regional Conservation Trust Fund, Projects, etc.;
  20. Provide guidance and inputs on any matters relating to protocol and event organization; and
  21. Perform special assignments as assigned by the Deputy Executive Directors and Executive Director of CTI-CFF.

**III. Coordination and Reporting:** The Communication and Information Manager will report directly to the Deputy Executive Director of Corporate Services and Executive Director.

#### **IV. Qualifications**

1. Masters 'degree in Communication Studies, Marketing, Advertising, or related field
2. At least 7-10 years communication, information and marketing experience
3. Strong oral and written English communication skills and must have a thorough understanding of social media management and strategy
4. Proficient and enthusiastic use of multiple social media platforms either professionally or personally
5. A solid understanding of design, copy and web practices
6. Ability to understand complex economic, social, environmental and technological issues, and translate them into understandable and creative narratives/stories
7. Ability to build compelling stories and deliver them in various formats
8. Knowledge of protocols, formality and procedures of the Coral Triangle member countries

9. Experience in assisting, coordinating and managing complex logistics for VIP/high-level delegation visits, international meetings, conferences, and special events
10. Ability to plan, prioritize, coordinate and delegate work effectively, work to strict deadlines, manage budgets and resources and implement organizational policies
11. Demonstrated ability to assume responsibility for assignment from conception to completion
12. Lateral thinking and the capacity to accommodate other people's points of view, and understand and integrate multiple perspective
13. Strong team spirit with a passion for managing teams composed of people from different nationalities, cultures, fields and backgrounds
14. Confident, positive, curious, open and inclusive

#### **V. Remuneration and Compensation**

Commensurate with qualification and experience.

Salary Grade/Level: Manager Level 17-19

Standard CTI-CFF benefits of; Annual leave at 2.5 days/month, medical and insurance, relocation and repatriation allowances, etc.

Contract duration: 12 months and possibility for extension based on performance appraisal

Base in Manado, North Sulawesi, Indonesia

#### **VI. Application Procedure**

Appointments shall be subjected to open competition, regardless of race, nationality, gender, mother tongue, religion, beliefs, ethnic or social origin. All candidates/applicants will be subjected to appointment process and selection criteria.

Further information on the CTI-CFF and the Regional Secretariat is available on the following website: <http://www.coraltriangleinitiative.org>.

All applications should include a cover letter in English, candidate's curriculum vitae with references (minimum three references) and references' contact information (telephone, e-mail). These must be sent to the CTI-CFF Regional Secretariat via email: [regional.secretariat@cticff.org](mailto:regional.secretariat@cticff.org) by **7<sup>th</sup> November 2021**.

Application must be sent to [regional.secretariat@cticff.org](mailto:regional.secretariat@cticff.org) with the "subject" of the email in the following format "< **Communication and Information Manager** > - < **your name** >."

Only shortlisted candidates would be contacted.