



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



**DATA COMPILATION AND DOCUMENTATION
(PROGRAM MONITORING) OFFICER**
(To be based in Manado, North Sulawesi, Indonesia)

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, seeks a self-motivated, smart, detail oriented and highly organized individual as a **Data Compilation and Documentation Officer** to be stationed in the Regional Secretariat (RS) CTI-CFF in Manado, North Sulawesi, Indonesia.

Responsibilities

1. Assist M&E Manager on collecting, compiling, analyzing and reporting of M&E data/information from the NCCs, Working Groups, Cross-Cutting Initiatives and Partners for tracking the progress of RPOA 2.0.
2. Assist in checking the data quality prior to provide the data to IT Officer for uploading at CT Atlas and other relevant platforms.
3. Support M&E Manager and IT Officer for 1st level approval and also Science Coordinator (Technical Program Manager) for 2nd level approval for CT Atlas data
4. Assist in organizing the training on data collection tools and template and methods
5. Carry through MEWG activities including assisting in organizing call meetings, physical meetings, reports writing and other tasks.
6. Arrange Documentation materials of program activities and events
7. Documenting the significant achievement, challenges and lessons learned, collecting case studies, best practices, field experiences etc.
8. Assist in coordinating and facilitating meetings (virtual or face-to-face) regularly among the MEWG Members to include Pre-SOM meetings, SOM and MM.
9. Support in the content creation for MEWG and other Working Groups as well as Cross Cutting Initiatives activities for the staff in charge of CTI-CFF official websites to upload.
10. Digital documentation data processing on diverse range projects using specialised 3D software
11. Digital documentation fieldwork and events (photos, videos and other communication materials).
12. Ensure the file management of a diverse range of digital documentation datasets on dedicated server. (Photos, videos and other communication materials)
13. Any specific tasks required by the MEWG e.g. preparation of reports, presentation materials, sharing and consolidating necessary decision documents, monthly progress reports for M&E, work plans, and including the use of online and virtual information sharing tools (e.g. KOBO, ONA etc) and the like.
14. Any relevant and reasonable specific tasks required by the Executive Director (ED) and Deputy Executive Director Program Services (DED PS)
15. Work as a team with other team members of Program Services (PS) as well as Corporate Services (CS)

Qualifications

1. Bachelor's/Master's degree in knowledge management, computer science, data analytics, international development or other relevant subject from a recognized university;
2. 3 to 5 years work experiences in related field;
3. Knowledge on Report Writing, Research & Survey;
4. Proven experience in technical writing with a focus on data and analysis a plus;
5. Excellent planning skills;
6. Proficiency with GSuite, Google Sites or comparable collaboration and intranet applications
7. Proficient in Microsoft Office (Word, Access, PowerPoint) and the Internet;
8. Excellent knowledge on Microsoft Excel, The working knowledge on Data Collection, Analysis, data management software, GIS, and SPSS etc.
9. Excellent written and verbal communications skills;
10. Strong attention to detail;
11. Skilled at prioritization and multitasking;
12. Background in international development and government contracting a plus.
13. Highly motivated, proactive work style and excellent organizational skills;
14. Capability to learn and use proprietary software applications;
15. Ability to manage multiple priorities and work under pressure with tight deadline; and
16. Flexible individual who can work independently, under little direction and supervision, and able to take decisions based on available information.

Coordinating and Reporting: The Data Compilation and Documentation Officer will report directly to the Monitoring and Evaluation Manager

Condition of Application:

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

Remuneration and Benefits

- Commensurate with qualification and experience
- Standard CTI-CFF benefits of: Annual leave at 2.5 days/month, medical and insurance, relocation and repatriation allowances, etc.

Submission Procedure

All applications should include a cover letter, candidate's curriculum vitae with references (minimum three references) and contact information (telephone, e-mail) to be sent to regional.secretariat@cticff.org with the "subject" of the email in the following format "<DCDO Officer> <your name>".

These must be sent to the CTI-CFF and the Regional Secretariat by **7 July 2022**.

Appointments shall be subject to open competition among nationals of CT6, regardless of race, nationality, gender, mother tongue, religion, beliefs, ethnic or social origin.

Only those few who are shortlisted would be contacted.

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