



CORAL TRIANGLE INITIATIVE

ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



EXECUTIVE ASSISTANT

(Six-month engagement, 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 to engage as **Executive Assistant** who is comfortable performing general office duties, assisting operational priorities, and serving as a front desk person. S/he will work closely with the Executive Director of the CTI-CFF Regional Secretariat and will interact with internal and external stakeholders, with a high level of discretion and tact. This position is for a period of six (6) months, and to be based in the Regional Secretariat in Manado.

Responsibilities

1. Arrange appointments and maintain ED's calendar, receive visitors, place and screen telephone calls and organize meetings as necessary;
2. Draft, type and emails correspondence, reports and documents and ensure accuracy in typing, grammar, and punctuation;
3. Receive, screen, log and route correspondence, attach necessary background information and maintain a follow-up system;
4. Set up and maintain a filing system including policy, confidential and general files;
5. Prepare minutes of meetings;
6. Regularly update lists of names, addresses and telephone numbers of contacts and partners relevant to the project;
7. Make travel arrangements for ED and perform liaison duties with CTI CFF National Coordinating Committees and Development Partners;
8. Become one of the administrators of the Regional Secretariat email which includes overseeing the incoming and outgoing emails in coordination with ED;
9. Prepare presentations for ED, as needed;
10. Perform special assignments which are assigned by ED including but not limited to planning, meetings, conference calls, correspondence, internal and external communication;
11. Assist as the point of contact between the executives and internal/external parties;
12. Handling correspondence to National Coordinating Committees (NCCs)/Committee of Senior Officials (CSO);
13. Organizing CSO/NCCs meetings and booking meeting rooms as directed;
14. Assist the special projects in producing documents, reports, and presentations; collecting and preparing information for meetings internal and external;

Qualifications

1. Completion of a university degree or equivalent in Business or Public Administration is an asset;

2. A minimum of 3 years of administrative experience with an executive level, preferably in an international organization and/or corporation;
3. Proficient English communication skill, both verbally and in writing;
4. Demonstrated ability to maintain discretion and confidentiality, especially in handling confidential and sensitive materials;
5. Accustomed to supporting executives with very demanding schedules;
6. Outstanding organizational and time management skills;
7. Experience in the use of computer applications and software packages (MS Word, Excel, PowerPoint, etc.) as well as web-based managed systems.

Remuneration and Benefits

Commensurate with qualification and experience.

Contract duration: 6 months

Submission Procedure

Nationality of the Applicant is limited to the CT6 member countries (Indonesia, Malaysia, Philippines, Papua New Guinea, Solomon Islands, and Timor-Leste).

Appointments shall be subject to open competition among nationals of CT6 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 the candidate's curriculum vitae with references (minimum three references) and contact information (telephone, e-mail). These must be sent to the CTI-CFF and the Regional Secretariat by **23 June 2023**.

Application must be sent to regional.secretariat@cticff.org with the "subject" of the email in the following format "< **Executive Assistant** > - < **your name** >".

Only those few who are shortlisted would be contacted.