



CORAL TRIANGLE INITIATIVE

ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



OPERATIONS 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 **Operations Officer** to be stationed in the Regional Secretariat (RS) CTI-CFF in Manado, North Sulawesi, Indonesia.

Responsibilities

Human Resources

- Assist with creating and posting job vacancies, post job ads on careers pages and process incoming resumes, receive and review job applications
- Schedule interviews and assessments
- Update HR databases (e.g. new hires, separations, vacation and sick leaves)
- Provide orientations for new employees by sharing onboarding packages and explaining organizational policies

Procurement

- Assists in procurement matters and on relevant processes of solicitation process including drafting and issuing requests for quotations (RFQ), requests for information (RFI), requests for expression of interest (RFEI), requests for proposals (RFP);
- Supports procurement panel ensuring the integrity of the competitive process while fully supporting the selection and decision-making process;
- Maintains complete and accurate records as a safeguard in the event of a legal dispute;

Logistics

- Assist the logistical arrangement to support the overall Secretariat operation, including for CTI CFF meetings and other CTI-CFF program and activities;
- Analyses logistical requirements and selects appropriate methods and services to use based on standard practice
- Arrange the most efficient shipping methods and services, risks, and costs associated with domestic and international shipments, ensures execution of and monitors shipments;
- Travel arrangement and organization, including staff's family and consultants, for activities, events, moving, relocation, repatriation, and any official travel.

Others

- Assist in supervising the maintenance of building, furniture, vehicles and other office assets' good conditions;
- Performs other related duties as required from the Corporate Services team and authorized by management

Qualifications:

Operations assistant is at the centre of the Secretariat's activities, it is important that he/she be highly organized with strong administrative skills, works in close collaboration with upper management, having good communication skills.

1. Graduate level degree in Accounting, Economics, Business Administration, and Management;
2. At least 5 years of experience in general administrative work, including but not limited to: correspondence, filing, prepare draft contract for procurement and vendors;
3. Strong property management and procurement skills and experiences related to building, furniture, vehicles and other equipment;
4. Sufficient experience in logistic arrangements for workshops and large meetings; in human resource tasks, including but not limited to relocation, repatriation, other benefits and other issues; in identifying insurances, vendors, goods and service providers for the operation of the Secretariat; experience in managing payroll and a good understanding of payroll taxes In Indonesia as a Host Country;
5. Knowledge of Indonesian Manpower Law, processes and Indonesian laws and familiar with Indonesian work permit application procedure;
6. Familiarity in working with international organization is an advantage

In addition to education and other requirements, applicants are required the following skills:

- **Communication skills:** The applicant must have strong communication skills including good listening, speaking and writing skills in English;
- **Organizational skills:** Because an Operation Assistant is responsible for handling a lot of information, he or she needs good organizational skills.
- **Confidentiality:** Integrity is another required attribute since much of the information is confidential and must not be shared with others.
- **Proficient** in Microsoft Office (Word, Excel, Access, PowerPoint) and the Internet;
- **Capability** to learn and use proprietary software applications;

Coordinating and Reporting: The Operations Officer will report directly to the Finance and Operations 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 "<Operations 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>.