



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



Term of Reference

PROGRAM ADMINISTRATION OFFICER

USAID Sustainable Coral Triangle Project

For Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF)
(to be based in Manado, North Sulawesi, Indonesia)

The Regional Secretariat of CTI-CFF is looking for a qualified, experienced, mature and motivated Program Administration Officer for the USAID Sustainable Coral Triangle Project, to be based in Manado, North Sulawesi, Indonesia.

Background

The Coral Triangle Initiative on Coral Reef, Fisheries and Food Security (CTI-CFF) is implementing its Regional Plan of Action (RPOA 2.0). In achieving its 2025 goal and 2030 goals of the second phase of the RPOA 2.0, a five-year implementation plan is being proposed through the support from USAID RDMA. To achieve the goal of improved management of marine biodiversity and fisheries resources in a changing climate situation in the Indo-pacific region, this project intervention is being designed under three main objectives known as 1) strengthen governance and regional policy frameworks for effective and efficient implementation of regional and national policies on sustainable fisheries and climate adaptation; 2) strengthen communities and other stakeholders as agents of change for coastal and marine conservation, entrepreneurship, and climate resiliency through multistakeholder partnerships and regional platforms; and 3) Enhance the availability and access to sustainable and independent blue financing to support fisheries management, biodiversity conservation, and climate change adaptation and mitigation for sustainable livelihoods in the CT region. Aligning the outputs and indicators as stated in the RPOA 2.0, the activities for this proposed project are being derived from the three main objectives to achieve the expected results. Activities will work through all of the implementation area within the six Coral Triangle countries. A region covering all the national jurisdiction of ocean and coastal waters across Southeast Asia and the Pacific, in which the Coral Triangle area encompasses include Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, and Timor-Leste (CT6).

The United States Agency for International Development (USAID) / Regional Development Mission for Asia (RDMA) is engaging the Coral Triangle Initiative for Coral Reefs, Fisheries and Food Security (CTI-CFF) through a 'co-creation process' to develop a five-year (2023–2028) Public International Organization (PIO) Agreement named USAID Sustainable Coral Triangle. This Program Description aligns with both CTI-CFF and USAID/RDMA's key strategic plans, cross-cutting principles, previous learning, and upcoming activity priorities.

Purpose of Terms of Reference (ToR)

This Terms of Reference (ToR) sets out the role, functions, and procedures applicable for the appointment of a Program Administration Officer of the USAID Sustainable Coral Triangle Project for the Regional Secretariat of Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF). The Program Administration Officer will operate in accordance with this ToR, administrative requirements of the CTI-CFF's Rules.

Scope of Work

The Program Administration Officer shall perform the following tasks professionally. Under the direction and supervision of the Project Manager, the Program Administration Officer shall:

1. Make Program Performance Report
2. Prepare Project Contract Agreements/ Services contracts
3. Be responsible for the procurement process
4. Be responsible for the logistics and travelling arrangement
5. Be responsible for the payment process and making sure all the payment meets the regulations.
6. Entering expenses into the financial accounting system.
7. Ensuring that all invoices are paid in a timely manner and that invoices agree with supporting documentation, including price quotes, purchase requests, purchase orders, timesheets, and contractual documents are per USAID procedures for procurement
8. Ensure all transactions are captured and completed in the financial accounting system for the month, through the reconciliation process including preparing bank reconciliations for IDR and USD currency accounts.
9. Maintain records and file documents
10. Other task as sent by the Project Manager

Coordination and Reporting

1. The Program Administration Officer will report directly to the Project Manager of the USAID Sustainable Coral Triangle in the daily implementation of his/her services as outlined in the TOR.
2. The Program Administration Officer will closely liaise with the Finance and Operation Team of the CTI-CFF Regional Secretariat and others, as directed.

Competency Requirements

Competencies required for this position include:

1. At least has a bachelor's in Finance, Accounting, Management, or other relevant fields.
2. At least three (3) years of relevant professional work experience in accounting, financial and managerial work.
3. At least three (3) years of relevant work experience with an international organization, international development cooperation, or in a dynamic environment with multiple stakeholders and international partners.
4. Excellent technical, analytical, communication, and organizational skills.
5. Familiar using the Microsoft Office system.
6. Team worker, responsible, dependable, with integrity, etc.
7. **Excellent proficiency in the English language (both spoken and written) is MANDATORY.**
8. Knowledge of other CT6 Member Countries working language is an asset.
9. Well disciplined, able to deliver on time, and cope with potentially stressful situations, driven by a strong motivation to contribute to the CTI-CFF goals and Regional Plan of Action (RPOA) 2.0, and with a positive attitude and diplomatic approach.
10. Able to travel and undertake missions overseas, especially to CT6 countries.
11. Willing to relocate to Manado, North Sulawesi, Indonesia.

Period of Employment and Mode of Engagement

The period of employment will be **12 months** and commences on the date of appointment.

Condition of Application

1. This position is open only for citizens of CT6 Member Countries (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, Timor Leste).
2. The successful applicant will be based at the CTI-CFF Regional Secretariat in Manado, North Sulawesi, Indonesia.
3. Competitive compensation and benefits. Salary according to CTI-CFF Salary Scale is Grade Level (13) and other benefits (30-day annual leave, health insurance, relocation allowance, etc).

Submission of Application

1. Please submit your cover letter (including your last salary information), CV, with at least 3 Work References and scanned copies of certificates i.e., diploma, training to: regional.secretariat@cticff.org in format < Program Administration Officer > <Your Name> **by 13 December 2023**.
2. The position is subject to open competition regardless of race, colour, gender, mother tongue, religion and beliefs, or the national, ethnic or social origin.
3. Only shortlisted applicants will be contacted for interview.