



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



## Term of Reference

### **DEPUTY EXECUTIVE DIRECTOR FOR CORPORATE SERVICES** **Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security** (To be based in Manado, North Sulawesi, Indonesia)

#### **I. BACKGROUND**

The Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF) is the first multilateral cooperation of its kind, one that focuses on food security through sustainable management of marine natural resources taking into consideration climate change impacts. The CTI-CFF was formed in 2009 and members include the governments of Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands and Timor-Leste (the 'CT6') representing the custodians of the Coral Triangle area. Recognizing the critical need to safeguard the region's marine and coastal resources, in 2009, the CT6 leaders launched the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) through the signing of the Leaders' Declaration.

Through the CTI-CFF, the Coral Triangle Parties focuses on people-centered biodiversity conservation, sustainable development of marine resources, poverty reduction and equitable benefit sharing. The CTI-CFF seeks to address both poverty reduction through economic development, food security, sustainable livelihoods for coastal communities and biodiversity conservation through the protection of species, habitats, and ecosystems.

The mission of the CTI-CFF Regional Secretariat is to initiate, coordinate, and facilitate communication and activities with CTI-CFF Member Parties (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, and Timor-Leste) to ensure implementation of the goals and objectives of the Regional Plan of Action (RPOA). The Deputy Executive Director for Corporate Services reports to the Executive Director and is tasked to fulfill the functions of the Regional Secretariat as per Article 7 of the Agreement on the Establishment of the Regional Secretariat of the CTI-CFF.

## II. SCOPE OF WORK

The Deputy Director for the Corporate Services is responsible for assisting the Executive Director in the organization's overall management and administration and ensuring that all activities are carried out efficiently and effectively.

As per CTI-CFF Staff Regulation, Regulation 5, the Deputy Executive Director for Corporate Services shall:

1. Be responsible for providing general services to the Parties for promoting the work of CTI-CFF and any other decision as may be agreed by the Parties,
2. Be responsible for the management of the general affairs of the CTI-CFF for the proper functioning of the Secretariat, including:
  - a. Secretariat responsibilities for meetings,
  - b. Parties services,
  - c. Business services,
  - d. Human resources,
  - e. Financial affairs including auditing,
  - f. Information technology and communication management, including maintenance of archives, databases, and website,
  - g. Infrastructure maintenance,
  - h. Support to working groups,
  - i. General administration and systems management.

## III. DELIVERABLES

The deliverables of the Deputy Executive Director for Corporate Services are:

1. Develop and implement a plan to support and promote the work of CTI-CFF,
2. Organize meetings efficiently, including logistics, agenda preparation, and documentation,
3. Establish strong communication channels with the Parties and respond to their queries,
4. Manage procurement processes for goods and services,
5. Develop and implement a comprehensive framework for human resources management,
6. Ensure efficient and effective financial practices, including budgeting and expenditure monitoring,
7. Maintain IT infrastructure, databases, and the official website,
8. Develop a maintenance plan for the Secretariat's physical infrastructure,
9. Provide administrative/logistical support to working groups under CTI-CFF,
10. Establish efficient administrative processes for smooth Secretariat operations.

## IV. QUALIFICATIONS

1. Advance degree and/or postgraduate qualification in relevant disciplines such as: Financial Management, Economics, Management, International Relations, Public Policy, Public Administration, Politics, Law with minimum 10 years' experience in relevant government ministries and/or managing regional and international programs/partnerships,
2. The candidate should be attentive to the Host Country's Law and Regulation, particularly with manpower and tax issues,
3. Previous experiences of working with high impact national, regional, and global programs and/or international organizations will be an advantage,
4. Experience in development-related advisory services, inter-agency and international cooperation, negotiation of partnerships; mobilization of resources and management of programs are especially relevant,

5. The candidate ideally has assumed leadership roles and demonstrated his/her ability to ensure implementation of effective and efficient solutions.

## **V. SKILLS**

1. Technical skills: collecting, storing, processing, and presenting information to be shared with other stakeholders. Tasks include financial accounting and reporting; information technology; executive information system; management techniques and tools for optimal office performance,
2. Business skills: using knowledge of the organization and the organization's business environment to turn data into insight. Tasks include strategy, process and project management, and macroeconomic analysis,
3. People skills: used to influence decisions, actions, and behaviors of decisionmakers and other stakeholders. Tasks include negotiating, decision-making, and collaborating or partnering. Other skills include motivating staff to perform to their fullest potential; ensure gender mainstreaming applied internally and externally,
4. Leadership skills: these skills come in three types – peer, functional and strategic. Tasks include team building, managing change and driving performance,
5. Proven ability for accuracy under pressure and adherence to deadlines.

## **VI. COORDINATION AND REPORTING**

The Deputy Executive Director for Corporate Services (DED-CS) will coordinate with Deputy Executive Director for Program Services for related matters.

The DED-CS will report to the Executive Director of CTI-CFF Regional Secretariat.

## **VII. LANGUAGE**

English is the official working language of the Regional Secretariat. Excellent command of the English language (verbal and written) is mandatory. Fluency with other languages in the CT region would be advantageous.

## **VIII. DURATION OF EMPLOYMENT**

This position is offered for a term of four (4) years and may be reappointed by the CTI COM for an additional term, subject to review.

## **IX. WORK STATION**

The Deputy Executive Director for Corporate Services is required to be based in CTI-CFF Regional Secretariat at Jl. A.A. Maramis, Kairagi II, Manado, North Sulawesi, Indonesia.

## **X. COMPENSATION**

Successful candidate will be offered the post with a fixed term of four years and a salary starting from USD 4,947 (D-1), in accordance with CTI-CFF Salary Scale and Policies and Regulations. There are other applicable benefits which include housing, medical, and other benefits according to CTI-CFF policies and regulations.

## **XI. SUBMISSION OF APPLICATION**

Nationality of the applicants is limited to the CTI-CFF Member Countries (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, and Timor-Leste).

Appointments shall be subject to open competition among nationals of CT6, whether nominated or not by any Party, regardless of race, gender, mother tongue, religion, beliefs, ethnic or social origin. All candidates/applicants will be subjected to appointment process and selection criteria.

Please submit your application not later than **28 September 2023** which includes a cover letter, Curriculum Vitae, at least 3 (three) work references to [regional.secretariat@cticff.org](mailto:regional.secretariat@cticff.org).

Only shortlisted applicants will be contacted for interview.