



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



The CTI-CFF Regional Secretariat
invites citizens of Coral Triangle Member Countries
(INDONESIA, MALAYSIA, PAPUA NEW GUINEA, PHILIPPINES, SOLOMON ISLANDS AND
TIMOR-LESTE)
to apply for the position of:

Technical Program Manager
(to be based in Manado, North Sulawesi, Indonesia)

I. Background

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.

The Regional Secretariat of CTI-CFF is looking for a **Technical Program Manager (TPM)** to perform the duties and responsibilities detailed below.

II. Scope of Work

1. The **Technical Program Senior Manager** shall:
 - a. manage Technical working groups, Cross cutting initiatives and other projects by partners and private sectors
 - b. prepare and ensure the successful implementation of partner-funded projects/ activities.
 - c. Prepare, review and submit proposals (e.g. grant application proposals, concept notes).
 - d. Prepare narrative justification, design of project activity, program, work-plan, deliverables and implementation issues according to required standards.
 - e. Assist DEDs to liaise with CT6 representatives, NCC/Working Groups, M&E unit, to work out details of proposals.
2. Provides technical assistance to CTI-CFF after proper alignment with TWGs and CCIs. The technical work includes some elements of linking Working Group and their indicators, data contribution/ collection process as a Scientific administrator of the Data approval process such as CT ATLAS, maps for threatened species etc.
3. Assist DED PS, NCCs and working group with CTMPAS nomination process and COASTFISH Implementation.
4. Assist DED PS with logistics (for online and physical meetings), drafting of letters related with working group activities.
5. Assist DEDs to coordinate with relevant regional organizations, partners, and agencies to engage them in WG activities and programs.

6. Help DEDs to liaise in forming collaborative actions by CT6 governments around TWG and CCI's works.
7. Supports DEDs on specific development of cooperation/collaboration/partnership including but not limited to drafting project proposals, concept notes etc. with other international organizations.
8. Ensures proper alignment of new projects with TWGs and CCIs right from the proposal stage to completion via endorsements from countries NCCs at WGs levels.
9. Prepares, shares and consolidates the necessary reports and other documents such as but not limited to, preparation of reports, presentation materials, activity reports, quarterly reports, donor financial report, monthly progress reports, budget plans, work plans, sharing and consolidating necessary decision documents and including the use of online and virtual information sharing tools, etc.
10. Ensures the preparatory and arrangement of knowledge products and other collateral materials to be used for Pre-SOM, SOM, MM, and other CTI events.
11. Directly receives instructions from and reports to the Deputy Executive Director for Program Services in the daily implementation and completion of deliverables.
12. Provide monthly reports to the ED (end of every month)
13. To perform any other special assignments by ED

III. Qualifications

List of competencies/qualifications required to complete the work is as follows:

- a) A master's degree (preferably higher) in Marine/Fisheries Sciences, Natural or Environmental Science or other relevant fields. 10 years of relevant professional work experience can be considered in lieu of a Master or PhD.
- b) At least five years of relevant experience in the field of international development cooperation or in a dynamic environment with multiple stakeholders and international partners.
- c) Excellent proficiency in both spoken and written English language is mandatory. Knowledge of other CT6 Member Countries working language is an asset.
- d) Well disciplined, able to cope with potentially demanding situations, driven by a strong motivation to contribute to the CTI-CFF goals and Regional Plan of Action (RPOA), and with a positive attitude and diplomatic approach.
- e) Able to travel and undertake Missions overseas.

IV. Remuneration and Compensation

Commensurate with qualification and experience.

Salary Grade/Level: Manager Level 17-19

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

Contract duration: 12 months and possibility of extension based on performance appraisal

Base: Manado, North Sulawesi, Indonesia

V. Submission Procedure

The vacancy is open only to nationalities from CT6 member countries (Indonesia, Malaysia, Philippines, Papua New Guinea, Solomon Islands, and Timor-Leste).

Appointments shall be subjected 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 a cover letter, candidate's curriculum vitae with references (minimum three references) and references' contact information (telephone, e-mail). These must be sent to the CTI-CFF Regional Secretariat via email: regional.secretariat@cticff.org by **12 July 2021**.

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

Only shortlisted candidates would be contacted.