CORAL TRIANGLE INITIATIVE
ON CORAL REEFS, FISHERIES AND FOOD SECURITY

Term of Reference

Supporting Staff
Marine Protected Areas (MPA) Technical Working Group (TWG)
& Seascape Technical Working Group (TWG)
Regional Secretariat
Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security
(to be based in Manado, North Sulawesi, Indonesia)

Background

The Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI CFF) Regional Secretariat coordinates technical and governance processes across its six (6) member countries. The MPA TWG and Seascape TWG are two critical thematic groups under the Regional Plan of Action (RPOA 2.0), focusing respectively on marine protected area management and transboundary seascape governance. To strengthen delivery, the Regional Secretariat requires dedicated supporting staff to assist in technical, administrative, and coordination tasks.

Objectives

The supporting staff will provide operational and technical assistance to ensure effective functioning of the MPA TWG and Seascape TWG, including preparation of meetings, documentation, coordination with focal points, and follow up on agreed actions.

Scope of Work

The supporting staff will:

- Technical Support
  a. Assist in drafting, reviewing, and consolidating technical documents, reports, and Standard Operating Procedures (SOPs) for both TWGs
  b. Support the preparation of technical briefs, presentations, and knowledge products.
  c. Facilitate collation of inputs from member countries and partners.

- Coordination & Communication
  a. Liaise with TWG focal points, sub group convenors, and partners to ensure timely information flow.
  b. Support organization of meetings, workshops, and exchanges (virtual and in person).
  c. Maintain records of TWG decisions, recommendations, and follow up actions.

- Administrative Support
  a. Assist in logistical arrangements for TWG activities.
  b. Support budget tracking and reporting related to TWG activities.
  c. Ensure proper filing and archiving of TWG documents.

Deliverables

- Draft and final meeting minutes, reports, and action matrices for MPA and Seascape TWG activities.
- Consolidated inputs for Senior Officials Meeting (SOM) recommendations and RPOA 2.0 alignment.
- Updated TWG workplans and monitoring matrices.
- Communication outputs (briefs, updates, newsletters) highlighting TWG progress.

Duration

The assignment will run for 12 months, renewable based on performance and program needs.

Reporting

The supporting staff will report directly to the Technical Program Manager (TPM), with day-to-day guidance from the NCCs / Partners / Private Sector Officer (NPPO)

Qualifications

- Bachelor's degree in marine science, environmental management, or related field.
- At least 2 years of experience in project coordination, technical writing, or stakeholder engagement.
- Familiarity with marine governance, MPAs, or seascape approaches is an advantage.
- Strong communication skills in English.
- Ability to work collaboratively in a multicultural environment.

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 <Support Staff – MPA & Seascape > <Your Name> **by 5 October 2026**.
2. The position is subject to open competition regardless of race, color, gender, mother tongue, religion and beliefs, or the national, ethnic or social origin.
3. Only shortlisted applicants will be contacted for interview
4. Applicants must be nationals of one of the six (6) CTI-CFF Member Countries and currently reside in Indonesia and be willing and able to relocate to Manado, North Sulawesi, for the duration of the assignment.