



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



Term of Reference  
**IT OFFICER**  
Regional Secretariat  
Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security  
(to be based in Manado, North Sulawesi, Indonesia)

The Regional Secretariat of CTI-CFF is looking for a qualified, experienced, mature and motivated IT Officer, to be based in Manado, North Sulawesi, Indonesia.

### Background

The Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF), also known as the Coral Triangle Initiative (CTI), is a multilateral partnership of six countries: Indonesia, Malaysia, Philippines, Papua New Guinea, Solomon Islands and Timor-Leste. These countries work together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change and marine biodiversity. The Coral Triangle (CT) is sometimes referred to as the “Amazon of the seas”, is the epicentre of marine life abundance and diversity on the planet with over 75% of all known coral species, 53% of the world’s coral reefs, over 3,000 fish species the greatest extent of mangrove forests of any region in the world and spawning and juvenile growth areas for what is the largest tuna fishery in the world.

At the Leader's Summit in 2009, these governments agreed to adopt a 10-year CTI-CFF Regional Plan of Action (CTI RPOA) to safeguard the region’s marine and coastal biological resources. Through the CTI-CFF, the Coral Triangle countries have agreed to support people-centred biodiversity conservation, sustainable development, poverty reduction and equitable benefit sharing.. The six governments also launched an ambitious and visionary 10-year Regional Plan of Action (RPOA)

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.

The Regional Secretariat is mandated to promote regional cooperation, sharing of lessons, and facilitate learning across the six Coral Triangle (CT6) countries. The Regional Secretariat also coordinates, monitors and evaluates the progress in achieving the CTI-CFF Regional Plan of Action (RPOA) goals. Its main activities cover the following areas: organizational development, outreach and communication, regional coordination and mechanisms, technical and thematic working groups, development of key regional reports, and capacity development. It also serves as the main liaison and for all CTI-CFF official functions such as the bi-annual CTI-CFF Ministerial Meetings and the annual CTI-CFF Senior Officials Meetings.

The CTI-CFF is administered and managed through Headquarters of CTI-CFF Regional Secretariat located in Manado, North Sulawesi, Indonesia.

The Regional Secretariat of CTI-CFF is looking for IT Officer as part of the Communication and Information Team.

### **Terms of Reference (ToR)**

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

### **Scope of Work**

The IT Officer shall perform the following tasks professionally. Under the direction and supervision of the Communication and Information Manager, the IT Officer shall:

- Administration / Maintenance of the CTI-CFF Website
  1. Develop and provide simple and user-friendly guide for use of web site (i.e. uploading of events, photos, articles)
  2. Assist in updating / uploading of contents for the different sections of the website
  3. Track, compile and analyze, web site usage data
  4. Create/Update website banner (static or moving) and other features of the website
  5. Test back or recovery plans regularly and resolve any problems
  6. Document application and website changes or change in procedures
  7. Assist with maintaining accurate organizations files and record via online
  8. Manage and maintain hardware and software inventory
  9. Able to provide technical support for desktop/laptop computers
  10. Assist in coordinating with partners, vendors for integration of multiple systems, if ever
  11. Assess effectiveness of technology resources and recommend website improvements and develop budget to support recommendations
  12. Ensure website operating smoothly and provides mechanism to ensure that website cannot be hacked as well as back-up to restore data in case of error
- Administration/Maintenance of Coral Triangle Day Website
  1. Develop and provide simple and user-friendly guide for use of website (i.e. uploading of events, photos and articles) for publishing and archiving purposes
  2. Update and/or provide new features and tools as deemed necessary, document website changes or change in procedure
- Administration of CTI-CFF Regional Secretariat's internal and external document system
  1. Manage and maintain (and improve) the Official Document System (ODS)
  1. Manage and maintain Secretariat's internal documents system (incl. photo gallery with proper credit information available)
- Administration/maintenance of Experts Database
  1. Assist in the organization, management and storing of data
  2. Set-up security procedures that prevent unauthorized access
  3. Ensure database operates efficiently and error-free
  4. Install back-up software/mechanism to restore data in the event of power outages, software crashes and virus attacks
- Administration/Maintenance of CT Atlas
  1. Coordinate/interact with WorldFish for technical setup, operation and maintenance of CT Atlas web site hosted by CTI Secretariat cloud server
  2. Maintain the currency, accuracy and integrity of CT Atlas systems and data

3. Convert, translate and validate data from internal and external sources
  4. Liaise with other organizations/agencies on data-sharing
  5. Provide day to day CT Atlas user support to staff and partners and potential users
  6. Ensure operation of CT Atlas efficiently and error-free
- Administration of CTI-CFF Regional Secretariat Email account, domain and server/hosting
    1. Maintain and manage Google Suite, email account of CTI-CFF
    2. Maintain and manage CTI-CFF domain account
  - Administration/Maintenance of Other CTI-CFF Software, Online Applications, and Tools
    1. Provide critical update and adjustment on related platform and operating system
    2. Provide back-up data periodically

### Coordination and Reporting

IT Officer will report directly to the Communication and Information Manager (CIM) of the CTI-CFF Regional Secretariat in the daily implementation of his/her services as outlined in the TOR.

### Competency Requirements

Competencies required for this position include:

1. Candidates must have a Bachelor Degree in information technology, computer engineering; or any other similar subject, with minimum of 5 years of experience in website administration, database management, coding (PHP, HTML, CSS, JavaScript, MySQL), and IT support
3. Extensive knowledge in Database Management System e.g..Big Data or Data Mining
4. Extensive knowledge in Content Management System (i.e. Drupal and Wordpress)
5. Knowledge in GIS Software (i.e. ArcGIS, Quantum GIS, ENVI) would be advantageous
6. Experience in coding procedures and functions in MySQL is a must
7. Capability to learn and use proprietary software applications
8. Ability to manage multiple priorities and work under pressure with tight deadline
9. A determination to achieve and succeed
10. The ability to meet deadlines in a high-pressure environment
11. Consistency regardless of project size
12. Good organizational skills
13. The willingness to listen to feedback and use it to improve
14. Strong interpersonal skills and a passion to work with people across levels, functions and programs to build a strong coherent institution; and ability to work effectively in a fast-paced office environment, both independently and as part of a global team across time zones
15. Other relevant certification would be an advantage
16. Working experience as full-stack engineer is an asset

### Period of Employment and Mode of Engagement

The period of employment will be **12 months subject to 3-month probation** 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 (Grade Level 13)

### 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](mailto:regional.secretariat@cticff.org) in format <IT Officer > <Your Name> **by 5 October 2024**.
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.