



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



NCCs/PARTNERS/PRIVATE SECTORS (RELATIONSHIP) OFFICER

(To be based in Manado, North Sulawesi, Indonesia)

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, seeks a self-motivated, smart, detail oriented and highly organized individual as a **NCCs/Partners/Private Sectors Officer** to be stationed in the Regional Secretariat (RS) CTI-CFF in Manado, North Sulawesi, Indonesia.

Responsibilities

1. Assist in liaison and coordination work with project partners, National Coordinating Committees, and other stakeholders.
2. Assist in preparing CTI-CFF Partners projects quarterly, semester and annual reports, Work Plans, Budgets and other reports assigned by Technical Program Manager (TPM) and DED Program Services (DED PS);
3. Provide support and assistance in the preparation and conduct of major events, such as Working Group Meetings, Workshops, Regional Exchanges, Senior Officials meetings, Ministerial Meetings, Project Meetings and others related meetings including follow up on participants' registrations;
4. Assist in the Working Groups (Technical Working Groups, Monitoring and Evaluation Working Group, Cross Cutting Initiatives) and other Program Service activities;
5. Liaise with Project Partners, National Coordinating Committees and other stakeholders regarding logistics of meetings and other relevant issues;
6. Facilitation, Rapporteur and minutes taking during Working Group, project and other meetings;
7. Draft letters for circulation, coordination, and communication between CT6 Member Countries, the Regional Secretariat, CTI Partners and other stakeholders;
8. Private Sector Engagement:
 - Developing guidance and tools for measuring the value of private sector engagement (PSE)
 - Providing specialized support and technical assistance on monitoring, evaluation, and learning approaches for PSE, including responding to ad-hoc requests
9. Assist in preparing project papers, reports, research publications, and summary statements of key work products
10. Perform other tasks as assigned by the TPM/DED PS including but not limited to planning, meetings, conference calls, correspondence, internal and external communication, documentation, and other assigned tasks.
11. Work as a team with other team members of PS as well as CS.

Qualifications:

- Minimum of 7 years of professional and practical experience working with international projects and private sector in the Asia region, specifically in the marine conservation issues, knowledge of regional organizations and development agencies.
- Advanced degree in Business, Natural Resource Management, Biology, or related fields.
- Understanding of the private sector context for fishery management in Asia, in particular labour issues, the regulatory framework, sustainability, and conservation.
- Excellent research, statistical analysis, analytical, writing, and organizational skills.
- Must be fluent in English at a professional level in both writing and speaking.
- Proficient in Microsoft Office (Word, Excel, Access, PowerPoint) and the Internet;
- Capability to learn and use proprietary software applications;

Coordinating and Reporting: The NCCs/Partners/Private Sectors Officer will report directly to the Technical Program Manager

Condition of Application:

- Applications are open to nationals of CTI-CFF Member Countries
- The successful applicant will be based at the CTI-CFF Regional Secretariat in Manado, North Sulawesi

Remuneration and Benefits

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

Submission Procedure

All applications should include a cover letter, candidate's curriculum vitae with references (minimum three references) and contact information (telephone, e-mail) to be sent to regional.secretariat@cticff.org with the "subject" of the email in the following format "<NPP Officer> <your name>".

These must be sent to the CTI-CFF and the Regional Secretariat by **7 July 2022**.

Appointments shall be subject to open competition among nationals of CT6, regardless of race, nationality, gender, mother tongue, religion, beliefs, ethnic or social origin.

Only those few who are shortlisted would be contacted.

Further information on the CTI-CFF and the Regional Secretariat is available on the following website: <http://www.coraltriangleinitiative.org>.