



CORAL TRIANGLE INITIATIVE

ON CORAL REEFS, FISHERIES
AND FOOD SECURITY

REGIONAL SECRETARIAT

CTI-CFF Secretariat Building
CTI Centre

Jl. A.A. Maramis Kayuwatu, Kairagi II
Manado, North Sulawesi 95254
Indonesia

Email: regional.secretariat@cticff.org
<http://www.coraltriangleinitiative.org>

Terms of Reference (ToR)

Technical Program Senior Manager of CTI-CFF Regional Secretariat – (TPSM)

A. 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 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 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 and monitors the progress in achieving the CTI-CFF Regional Plan of Action 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.

B. Scope of Work

B.1. Purpose of Terms of Reference (ToR)

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



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B.2. Job Mission Description

Generally, the Technical Program Senior Manager (TPSM) shall ensure all new and existing projects and activities undertaken in this Division are in accordance with CTI RPOA and CSO and COM directives, and all activities are aligned with and endorsed by National Coordinating Committees of the CT6 countries via the Technical Working Groups (TWGs), and the Governance Working Groups (GWGs) and Cross-Cutting Themes (CCT) divisions.

B.3. Scope of Work

The TPSM shall perform the following tasks professionally and shall report on relevant matters, as follows:

Under direction and supervision from the DED PS,

- a) provides technical assistance to CTI after proper alignment with TWGs, GWGs and CCT
- b) Ensures proper alignment of new projects with TWGs and GWGs right from the proposal stage to completion via endorsements from countries NCCs at TWGs
- c) Prepares, shares and consolidates the necessary reports and other documents such as but not limited to progress reports, budget plans, work plans, decision documents, including use of online and virtual information sharing tools.
- d) Supports DED in other specified project work
- e) organizes and prepares potential collaboration and partnerships, reviews and reports progress and outcomes
- f) Supports specific development of cooperation with other international organizations
- g) Ensures the preparatory and arrangement of knowledge products and other collateral materials to be used for Pre-SOM, SOM, MM and other CTI events.
- h) Directly receives instructions from and reports to the DED in the daily implementation and completion of deliverables.

C. Period of Employment and Mode of Engagement

- C.1. The period of employment will be 12 (twelve) months and commences on the date of appointment.
- C.2. Under the supervision of the Deputy Executive Director Program Services, the successful candidate's work performance is subject to evaluation for potential extension of the contract.

D. Coordination and Reporting

- D.1. The TPSM will report directly to the Deputy Executive Director (DED), Program Services of the CTI-CFF Regional Secretariat in the daily implementation of his/her services as outlined in the TOR
- D.2 The TPSM will closely liaise with the TWG Senior Manager to ensure proper alignment and CT6 countries acceptance of all projects in Technical Program.



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D.3. He/she shall submit a monthly report of activities to the Deputy Executive Director, Program Services with a copy to the TWG Senior Manager and Executive Director.

E. Competency Requirements

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

- a) A Master Degree (preferably higher) in Marine/Fisheries Sciences, Natural or Environmental Science or other relevant fields. Other relevant certifications would be an added advantage. 10 years of relevant professional work experience can be considered in lieu of a Master or PhD.
- b) At least three 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 stressful 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, especially to CT6 countries.

F. Submission of Application

- F.1. Application letter and updated CV should be sent to **Tony Arman** (email: tmarman@cticff.org) and cc to Dr. Nora Ibrahim (email: nora@cticff.org) with the subject column of the emails in this format “< **TPSM** > - < **your name** >”.
- F.2. Deadline for submission is no later than **16 February 2018**.
- F.3. Only shortly-listed candidates will be contacted.

G. Condition of Application

- G.1. Applications are preferably from citizens of CT6 member countries. The successful applicant will be based at the CTI-CFF Regional Secretariat in Manado, North Sulawesi, Indonesia.
- G.2. According to CTI-CFF Salary Scale i.e. Level #19.
- G.3. The successful candidate will be placed under probation for **3 (three) months**, and may be extended to the one year duration of the contract depending on satisfactory performance and the mutual agreement between the candidate and the Regional Secretariat.



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