



Terms of Reference Nusa Penida Site Coordinator

About Coral Triangle Center (CTC)

Coral Triangle Center (“CTC”) is a foundation based in Indonesia with a regional scope and global impact. Established in 2010, CTC works closely with local communities, the private sector, governments, and partners to strengthen marine resource management in the Coral Triangle to protect coral reef ecosystems, ensure sustainable livelihoods, and enhance food security.

We support on-the-ground conservation in Bali, Maluku, and Timor-Leste. We lead learning networks of women leaders, local government executives, and marine protected area practitioners in Indonesia, Malaysia, the Philippines, Papua New Guinea, the Solomon Islands, and Timor-Leste. We are developing our Center for Marine Conservation in Bali as an integrated learning space for training programs, outreach activities, interactive exhibits, and artistic and cultural performances to influence millions of people to care for our oceans and those who depend on them.

We, at CTC continue to work towards our aim to inspire people to care for the oceans. Since our establishment in 2010 until 2024, we have protected 435,000 hectares of critical marine habitat. We have trained more than 7,600 people to support marine protected areas and sustainable fisheries management throughout the Coral Triangle region. More than 20,000 people have visited our Center for Marine Conservation, many of whom have been inspired to take direct action to protect our oceans. In the last three years, we have reached an average of 200,000 people annually to care for our seas via our social media channels. In 2022, we started our monthly children’s education program and engaged more than 500 schoolchildren in Indonesia to become future stewards of our planet.

Essential Functions

The Site Coordinator will lead the site-based project team to consolidate establishment and management of MPA in Nusa Penida Islands. The coordinator also will develop Nusa Penida MPA as learning site platform for marine conservation in the coral triangle. This will include the establishment of a CTC Field Office and implementation of marine conservation modules.

The Site Coordinator will be responsible for technical and financial aspects of the site program that include (but are not limited to) MPA design and program planning, implementation of MPA management plan in coordination with local partners and stakeholders included on-site capacity building, evaluation and measuring of success, coordination of surveillance with local authorities, biological and social monitoring, community outreach and communications. Develop annual work plans, budgets, reports and fund-raising proposals for the Penida Project in consultation with MPA management unit, the key local government agencies and other relevant partners. Prepare presentations on the Penida project for team meetings, inter-agencies meetings and local, national and international workshops.

In particular, he/she is required to prepare reports on project implementation for coordination team on a regular basis and as necessary as well as evaluation and measuring of success. Contribute substantively to country program and regional coastal and marine program and strategic planning; collaborating as a member of CTC core program teams; respond positively to deadlines and other duties as assigned.

Reporting and Coordination Lines

- The Nusa Penida Site Coordinator will report directly to the Bali Portfolio Manager and coordinate with the Senior Program Manager and other programmatic teams in achieving CTC goals as seen on CTC Key Performance Indicators (KPI).

Knowledge/Skills:

- Bachelor degree and/or at least 5 years working experience in environmental conservation, and coastal community issues;
- Extensive experience in coastal and marine conservation management;
- Knowledgeable and capable on policy and advocacy work strategy mainly in the era of decentralized governing system in Indonesia;
- Demonstrated skills in field team management, especially in marine skills, personnel management, and financial management;
- Extensive project management experience, including ability to motivate, lead, set individual and program-wide objectives, and manage performance of a multi-disciplinary team;
- Ability to foster and environment of creativity and professional growth as well as to develop strategic vision;
- Expert knowledge of current and evolving trends in relevant discipline;

Complexity/problem solving

- Resolve management problems independently, consulting with supervisor for resolution of complex problems;
- Analyze situations, evaluate alternatives, and implement solutions;
- Develop, propose and implement procedures to enhance overall performance in accordance with strategic goals, short and long term objectives. Creative thinker;
- Diversified work involves participation in long-term programs development, or making decisions, which typically have organizational impact.

Discretion/Latitude/Decision-Making

- Make sound decisions based on analysis, consultation with others, experience, and judgment, Decisions may affect organization's public image, positively or negatively, as well as impacting the work of many throughout the organization. Errors in judgement could have wide scope and lasting effect;
- Decisions may have significant financial and/or legal impact on the organization;
- Large opportunity to act independently.

Responsibility/Oversight – Financial and Supervisory

- The Site Coordinator supervises and develops a field team working on MPA design and management in the Penida Island. He/she organizes and supervises the socialization process of MPA establishment and management plan development;
- Financial responsibility includes working within a budget to manage and complete projects, negotiating and contracting with vendors, purchasing equipment and supplies as provided for in budget, and monitoring annual budget as needed to ensure appropriate spending limits;
- Maintain good relationships with MPA management unit, local communities, relevant local, provincial and national government agencies and other stakeholders;
- Analyze the options for on-site capacity building of local partners, for the various management modules;

- Assist in the development of annual work plans, budgets, reports, presentations and fund raising proposals for the Penida MPA project in consultation with other CTC staff and relevant partners;
- Leadership responsibility. Assist to recruit, retain, and manage high quality and effective staff.

Communications/Interpersonal Contacts

- Excellent communication and presentation skills; ability to persuasively convey the mission of CTC to diverse groups including donors, senior managers and board members, and others who are critical to the organization's overall prosperity;
- Leverage constructive and effective relationship inside and outside the Conservancy. Work in partnership with other organizations in a collaborative or advisory role;
- Command attention; change tactics midstream when necessary. Manage group processes.

Working Conditions/Physical Efforts

- May require evening and weekend work to achieve program goals.
- 80% of travel is needed, often at short notice and potentially to distant locations.
- Involves in travel to remote locations to provide activity support to program management.
- Ability to work effectively under pressure and meet deadlines.
- Work requires occasional physical exertion and/or muscular strain.
- Work under strict SOPs, which may involve several disagreeable elements and/or exposure to job hazards with some possibility of injury.

Language proficiency

- Fluency in English and Bahasa Indonesia.

To Apply

- This vacancy is open until the position is filled. However, we are expecting the interested applicants to submit their application before **20 May 2026**.
- Interested candidates shall submit their application to: hrecruitment@coraltrianglecenter.org with email subject "**Nusa Penida Site Coordinator - [your name]**"
- The application letter should be in doc / docx / pdf, with file name:
 - **[your name] - Cover Letter - Nusa Penida Site Coordinator**
 - **[your name] - CV**
- Please do not submit unsolicited documents due to our mailbox space limitations.
- The scope of work may be adjusted during the period of engagement as needed based on organization priorities.
- Only short-listed candidates will be notified for interviews.

Coral Triangle Center is an Equal Opportunity Employer