

Term of Reference

Program Management Support Coordinator for CTC's Executive Office

About Coral Triangle Center

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.

To support the organization's strategic objectives, CTC is recruiting a Program Management Support Coordinator for the Executive Office to enhance the efficiency of organizational functions and add value to the dynamic growth of CTC's programs.

Essential Function

The Program Management Support function is based in Bali, to assist the Executive Director and Senior Management Team (SMT) in coordinating and managing key organizational activities. This role ensures the alignment of CTC's various programs with strategic objectives and enhances organizational effectiveness.

Reporting directly to the Executive Director, the Program Management Support Coordinator plays a pivotal role in consolidating CTC's program portfolios and managing coordination of key activities for the Executive Team. This includes liaising with relevant project stakeholders, proactively supporting key events, and ensuring effective coordination across units. The position involves managing reporting both to donors and partner government, maintaining communication with partners, monitoring and following up on meetings, and performing various other tasks to ensure smooth operations. This role requires a high level of service to facilitate the coordination of meetings, key events, donor reporting, proposal development, and CTC's operations.

Reporting & Coordination Line:

The Program Management Support Coordinator will report directly to the Executive Director and coordinate with other relevant units within CTC, including Program Team, Training & Learning, Communications, Monitoring Evaluation Learning & Knowledge Management, Finance, and Operations. Close coordination with the Executive Secretary & Office Coordinator will be required.

Objectives:

- Provide high-level program management support to facilitate the execution of CTC's work plan and related activities, including managing internal and external relations, coordinating partner reports, reviewing activity reports, grant writing, proposal development, and organizing workshops/meetings and field trips.
- Ensure effective communication and collaboration among departments and stakeholders.
- Assist the Senior Management Team in managing cross-sector initiatives, including the grant proposal development process.

Key Responsibilities**1. Program Management Support:**

- Develop and maintain the Executive Office's dashboard to monitor priorities requiring the Executive Director's attention, including project timelines, milestones, events, and meetings based on commitments to donors and partners.
- Coordinate and update project activities through meetings, events, and timely activity reports, including post-meeting follow-up. Provide summaries of program progress, challenges, and achievements for the Executive Office.
- Collaborate with Program and Operations leadership to support and coordinate the proposal development process across relevant CTC units.
- Review and edit draft reports before final review by the Executive Director.
- Build and maintain positive relationships with partners and stakeholders, facilitating communication and coordinating activities, such as preparing program communication correspondences, documents, invitations, and TORs.
- Coordinate meetings, workshops, and presentations for the Executive Office, maintaining detailed and accurate records, including agendas, meeting minutes, and follow-up action points.
- Represent CTC at events, conferences, and meetings as assigned by the Executive Director, engaging with key stakeholders to foster relationships and advance organizational goals.
- Serve as the primary custodian for essential documentation and file management within the Executive Office.

2. Team Collaboration and Support:

- Collaborate with various teams within the organization to ensure smooth coordination and timely information gathering.
- Facilitate communication between different teams, partners, and clients, ensuring alignment with relevant policies and fostering effective collaboration.
- Work closely with the Executive Secretary & Office Coordinator, serving as the primary point of contact for internal and external stakeholders.
- In collaboration with HR, organize training, internal events, or orientation sessions involving the Executive Team as needed.
- Coordinate with the Finance & Accounting Team to consolidate updates on budgets, financial commitments, and forecasts.
- Work with the Center for Marine Conservation (CMC) to consolidate updates on events and program development, ensuring operations are aligned with the business plan.

- Consolidate updates from the MEL & KM team to track program achievements and ensure alignment with organizational KPIs and knowledge database utilization.

3. Logistical Support:

- Work with the Operations team to gather feedback on day-to-day operations and ensure they run smoothly.
- Support the coordination of logistics for events, meetings, and other project-related activities, providing timely updates and feedback.
- Perform other duties as assigned by the Executive Director.

Requirements Qualifications

- Bachelor's degree in marine & coastal science, natural resource management, environmental science and/or policy or other relevant fields such as international or public relations, communication, business management. Knowledge on international development sector will be an advantage.
- At least five years' solid experience working in program management support with demonstrated experience of working in a leadership position and managing programs of similar size and complexity and managing donor expectation, is highly preferred.
- Possesses a demonstrated ability to establish effective working relationships, intercultural communications and dialogues with various internal and external stakeholder such as national/local government, academia, civil society, local communities and private sector.
- Demonstrated ability to write, review and edit the reports and effectively present information to various stakeholders. Excellent communication skills and ability to clearly present project plans and updates to senior management and external partners.
- Abide with and commitment to CTC's mission and values.
- Ability to manage multiple tasks and projects efficiently in a fast-paced and dynamic environment.
- Willing to travel to the program site, including remote areas.

Skills:

- Strong problem-solving and critical thinking skills, have the ability to make a cohesive connection and solution out of available scattered information and in managing complex projects.
- Ability to thrive in a dynamic and ambiguous environment, with the flexibility to navigate changing requirements and priorities.
- Ability to work independently and resourcefully with minimal supervision.
- High proficiency in relevant computer applications including familiar working with the google workspace platforms, Microsoft applications (e.g. MS Word, MS Excel, MS- PowerPoint), AI applications, document editing, other relevant software and internet skills are required.

Language proficiency:

Fluency in English and Bahasa Indonesia

Application Process:

This position will remain open until filled. However, applications will be reviewed on a rolling basis and the selection process may proceed as applications are received. Therefore, interested candidates are encouraged to submit their applications at the earliest opportunity.

- Interested candidates shall submit their application to: hrecruitment@coraltrianglecenter.org with subject Program Management Support Coordinator – [your name].
- The application should be in doc / docx / pdf, with file name:
- [your name] – Cover Letter – Program Management Support Coordinator –[your name] – CV

- Please do not attach unsolicited documents due to our mailbox space limitations.
- Amendments to the position's scope of work may be made during the period of the engagement as required.
- Only short-listed candidates will be notified for interviews.

Coral Triangle Center is an Equal Opportunity Employer