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**Term of Reference**

**EXECUTIVE DIRECTOR**

**Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security**

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

1. **BACKGROUND**

The Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF) is the first multilateral cooperation of its kind, one that focuses on food security through sustainable management of marine natural resources taking into consideration climate change impacts. The CTI-CFF was formed in 2009 and members include the governments of Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands and Timor-Leste (the ‘CT6’) representing the custodians of the Coral Triangle area. Recognizing the critical need to safeguard the region’s marine and coastal resources, in 2009, the CT6 leaders launched the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) through the signing of the Leaders’ Declaration.

Through the CTI-CFF, the Coral Triangle Parties focuses on people-centered biodiversity conservation, sustainable development of marine resources, 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 mission of the CTI-CFF Regional Secretariat is to initiate, coordinate, and facilitate communication and activities with CTI-CFF Member Parties (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, and Timor-Leste) to ensure implementation of the goals and objectives of the Regional Plan of Action (RPOA). The Executive Director reports to the Council of Ministers (CTI COM) and the Council of Senior Officials (CTI CSO). As the chief administrative officer of the Regional Secretariat, the Executive Director is tasked to fulfill the functions of the Regional Secretariat as per Article 6 of the Agreement on the Establishment of the Regional Secretariat of the CTI-CFF.

1. **SCOPE OF WORK**

As per CTI-CFF Staff Regulation, Regulation 4, the Executive Director shall:

1. Be responsible for the discharge of all the functions and responsibilities of the Secretariat in accordance with the directives of the CTI COM and the CTI Committee of Senior Officials (CTI CSO),
2. Be responsible for strategic leadership and management of the Secretariat, including:
	1. Representing the CTI-CFF regionally and internationally and developing strategic partnerships and networks subject to the approval of the Chair of CTI CSO,
	2. Managing key CTI-CFF relationships, including with the Host Country Government and those governed through Memoranda of Understanding and other formal agreements,
	3. Formal liaison with the national coordinating committees of Parties,
	4. Policy development,
	5. Program planning, including the implementation of the Regional Plan of Action,
	6. Organizational development as approved by CTI CSO.
3. Exercise the administrative and financial powers vested under this Agreement and such other rules, procedures and regulations as may be adopted by the Parties,
4. Attend the official meetings of the CTI-CFF and provide advice and information on matters relating to the CTI-CFF,
5. Prepare Annual Reports on the work of the Secretariat and the implementation of the Regional Plan of Action for consideration by the Parties,
6. Prepare the annual budget estimates of the Secretariat for approval by the CTI COM and the CTI CSO,
7. Appoint the Professional and Support Staff as may be necessary for the efficient functioning of the Secretariat, in accordance with these Regulations,
8. Perform such other administrative functions as are entrusted to the Executive Director by the Parties.
9. **DELIVERABLES**
10. Expand the membership of CTI-CFF to respective countries of Coral Triangle Area,
11. Expand the membership of CTI-CFF Development Partner,
12. Implement the CTI-CFF Regional Plan of Action 2021-2030,
13. Improve the organizational structures of CTI-CFF Regional Secretariat,
14. Strengthening of regional cooperation and Partnership,
15. CTI-CFF Leaders’ Summit,
16. Increase international profile and linkage to other international initiatives and framework (e.g., Sustainable Development Goals, Convention for Biodiversity, UNCLOS, UNEP Regional Seas Program,
17. Increase resource mobilization for sustainable funding and mechanism.
18. **QUALIFICATIONS**
19. Applications are open only to Papua New Guinea nationality as per Staff Regulation 7, “The Executive Director shall be made to observe the principle of rotation in alphabetical order among CTI-CFF Member Parties,”
20. Advanced degree and/or post graduate qualification in relevant disciplines such as: Marine Science, Fisheries, Environment, Business Management, International Relations, Public Policy, Public Administration, Law,
21. At least fifteen (15) years of experience with a proven track record in government, intergovernmental, international organization, and/or international organization. Experience in dealing with a wide spectrum of corporate planning, program implementation and developmental co-operation both in Regional and International environment,
22. Previous experience of working with high impact national, regional and global programs and/or international organizations will be an advantage,
23. Experience in development-related advisory services, inter-agency and international cooperation, negotiation of partnerships; mobilization of resources and management of programs are especially relevant,
24. The candidate ideally has assumed leadership roles and demonstrated his/her ability to ensure implementation of effective and efficient solutions.
25. **SKILLS**
26. A solid understanding of international and regional issues, and knowledge of and commitment to the CTI-CFF Goals and the commitment to the CTI-CFF Leaders Declarations on Coral Reef, Fisheries and Food Security,
27. Excellent ability to lead and motivate staff in a dynamic, multi-cultural and demanding environment,
28. Excellent interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings,
29. Excellent ability to develop and maintain sound working relationships with government representatives, public and private sector organizations, and other stakeholders,
30. High commitment to consultative and collaborative approaches and work practices,
31. Excellent ability to leverage information technology, executive information systems, management techniques and tools for optimal office performance,
32. Effective capacity to survive program implementation, ensure timely deliverables,
33. Proven track record of excellent business, management, leadership, and representation skill,
34. Demonstrated capacity to provide high-level strategic advice,
35. Demonstrated ability to anticipate, address and act on current and emerging issues,
36. Demonstrated problem-solving, negotiating, cultural sensitivity and diplomatic skills,
37. Strong interpersonal, communication and presentation skill,
38. Proven ability to maintain sound working relationship with CT6 member states, government representatives, civil societies and NGOs, public and private sector organizations, and other stakeholders.
39. **REPORTING AND SUPERVISING**

The Executive Director will report to the CTI-CFF Council of Ministers (COM) and/or CTI-CFF Committee of Senior Officials.

The Executive Director will supervise all staff of CTI-CFF Regional Secretariat.

1. **LANGUAGE**

English is the official working language of the Regional Secretariat. Excellent command of the English language (verbal and written) is mandatory. Fluency with other languages in the CT region would be advantageous.

1. **DURATION OF EMPLOYMENT**

This position is offered for a term of four (4) years and may be reappointed by the CTI COM for an additional term, subject to review.

1. **WORK STATION**

The Executive Director is required to be based in CTI-CFF Regional Secretariat at Jl. A.A. Maramis, Kairagi II, Manado, North Sulawesi, Indonesia.

1. **COMPENSATION**

Successful candidate will be offered the post with a fixed term of four years and a salary starting from USD 000 in accordance with CTI-CFF Salary Scale and Policies and Regulations. There are other applicable benefits which include housing, medical, and other benefits according to CTI-CFF policies and regulations.

1. **SUBMISSION OF APPLICATION**

Appointments shall be subject to open competition among nationals of Papua New Guinea, whether nominated or not by any Party, regardless of race, gender, mother tongue, religion, beliefs, ethnic or social origin. All candidates/applicants will be subjected to appointment process and selection criteria.

Please submit your application not later than \_\_\_\_\_\_ which includes a cover letter, Curriculum Vitae, at least 3 (three) work references by (date) to **regional.secretariat@cticff.org**.

Only shortlisted applicants will be contacted for interview.