



CORAL TRIANGLE INITIATIVE

ON CORAL REEFS, FISHERIES AND FOOD SECURITY

CANDIDATE INFORMATION PACK

Executive Director

CTI-CFF Regional Secretariat

Application Due Date: COB Thursday 20 March 2014

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ON CORAL REEFS, FISHERIES AND FOOD SECURITY

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CTI-CFF Regional Secretariat

Based in Manado, Indonesia

General Information

The Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) was established by the Leaders of Republic of Indonesia, Malaysia, the Independent State of Papua New Guinea, the Republic of the Philippines, Solomon Islands, and the Democratic Republic of Timor-Leste in May 2009. These countries are working together to sustainably manage their marine and coastal resources in support of food security, sustainable livelihood development and biodiversity conservation. The countries are supported in their efforts by a select group of Partners – Governments of Australia and the USA, the Asian Development Bank, The Nature Conservancy, Conservation International and World Wildlife Fund.

The Coral Triangle countries are working towards the establishment of a Permanent Regional Secretariat, **based in Manado, Indonesia**, to support and coordinate implementation of the CTI-CFF program of works. An Agreement to establish a Regional Secretariat as an independent international organisation has been developed. Staff and Financial Regulations to govern the operations of the Regional Secretariat have also been developed. The Coral Triangle countries are in the process of signing and ratifying the Agreement and Regulations. The Agreement will enter into force once four countries have ratified – at which point the Regional Secretariat will also commence as a legal entity.

The Coral Triangle countries are seeking to have the Regional Secretariat established by May 2014. An Appointment Committee has been established to select a preferred candidate for the inaugural Executive Director for consideration and appointment by the CTI Council of Ministers by 16 May 2014.

The Executive Director position is an important start up role in the building of the permanent Regional Secretariat of the CTI-CFF, and as such the Appointment Committee is looking to select a high calibre, passionate and experienced leader for this critical position.

Further detail on the CTI can be found at <http://www.coraltriangleinitiative.org/>

Duty Statement

The CTI-CFF Regional Secretariat Executive Director is the chief administrative officer of the CTI-CFF Regional Secretariat. The position is established under the *Agreement of the Establishment of the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security*.

The duties of the Executive Director are set out in the CTI-CFF Staff Regulations as follows:

1. The discharge of all the functions and responsibilities of the Secretariat in accordance with the directives of the Senior Officials Meeting and the Ministerial Meeting;
2. Strategic leadership and management of the Secretariat, including:
 - (a) representing the CTI-CFF regionally and internationally and developing strategic partnerships and networks
 - (b) managing key CTI-CFF relationships, including with the Host Government and those governed through Memorandums of Understanding or other formal agreements;
 - (c) formal liaison with the national coordinating committees of Coral Triangle member countries;
 - (d) policy development;
 - (e) program planning, including for implementation of the Regional Plan of Action;
 - (f) organizational development of the Secretariat.
3. Exercising the administrative and financial powers vested under the *Agreement on the Establishment of the Regional Secretariat* and such other rules, procedures and regulations as may be adopted by the Parties including the Financial Regulations, Staff Regulations and Rules of Procedure;
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 CTI-CFF Regional Plan of Action for consideration by the Parties;
6. Prepare the annual budget estimates of the Secretariat for approval by the Senior Officials Meeting and the Ministerial Meeting;
7. Appoint the professional and support staff as may be necessary for the efficient functioning of the Secretariat, in accordance with the CTI-CFF Staff Regulations; and
8. Perform such other administrative functions as are entrusted to the Executive Director by the Parties.

Selection Criteria

Qualifications

1. Must be a national of a CTI-CFF member State (Republic of Indonesia, Malaysia, the Independent State of Papua New Guinea, the Republic of the Philippines, Solomon Islands, the Democratic Republic of Timor-Leste)
2. High proficiency in both spoken and written English.
3. A graduate level degree or higher in relevant Management, Natural Resource Management, Development, Environment or related field.

Knowledge / Experience

4. A minimum 10 years strategic leadership and management experience at the senior executive level in a multicultural and multi-disciplinary environment, preferably in natural resource management relevant but not limited to the goals and objectives of the CTI. (30% Assessment Weighting)
5. Extensive high level experience and competency in negotiating and networking with regional and extra-regional/international governments and institutions. (20% Assessment Weighting)
6. Ability to advocate for and promote the marine resource management concerns and the sustainable development of the marine resources of the region, especially CTI-CFF member countries and partners. (20% Assessment Weighting)
7. Corporate experience in the management of human resources, finances and information and communications technology. (20% Assessment Weighting)
8. Extensive knowledge of the CTI-CFF region and good understanding of the marine resource management issues in the region and associated challenges facing member countries. (10% Assessment Weighting)

Additional Requirements:

- Commitment to frequent international travel.
- No previous criminal convictions.
- Compliance with Regulation 9 and 10 of the Staff Regulations of the CTI-CFF.

Application Requirements (also applicable to applicants nominated by Coral Triangle countries)

1. Applications are required to address each selection criterion, of which there are eight (8). Each of the 'Knowledge/Experience' Selection Criteria requires a response, relating to your experience, of no more than 250 words per criterion.
2. Applications should also include a comprehensive résumé. Your resume should include your full name, address, contact numbers, present position, educational and professional qualifications, areas of expertise, relevant experience and achievements and the names and contact details (email and phone number) of at least three referees who have had direct, relevant and recent experience of your work, and at least one level above you.
3. Please note that referees will not be contacted without your prior consent, and following interview, should you be considered suitable for further consideration.
4. All applications must be submitted to Hudson Global Resources through Matthew Smee at matthew.sme@hudson.com or Claire Sullivan at Claire.sullivan@hudson.com by 11.30 pm (Australian Eastern Standard Time - AEST) of the advertised closing date below.
5. If you cannot access the internet, please call **Matthew Smee or Claire Sullivan on +61 2 6229 1555** during business hours to arrange an alternate method of application.
6. All applicants must quote reference number **1B/06958** on their applications.
7. Applications close and must be received by **COB Thursday 20 March 2014**. Late applications will not be accepted.
8. Should you have any further questions or require more detailed information on the CTI and the Executive Director role please email matthew.sme@hudson.com; or claire.sullivan@hudson.com