



CORAL TRIANGLE INITIATIVE

ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



Term of Reference **Communication and Information Manager**

Regional Secretariat
Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security
(to be based in Manado, North Sulawesi, Indonesia)

I. Background

The Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) is a multilateral partnership of six countries (Indonesia, Malaysia, Philippines, Papua New Guinea, Solomon Islands, Timor-Leste) working together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change and marine biodiversity.

The Regional Secretariat of CTI-CFF is looking for a **Communication and Information Manager** to manage and implement the Communication Strategy Plan of CTI-CFF and ensure the effective communication and marketing services of CTI-CFF organizational programs, projects, and activities.

II. Scope of Work

1. Execute and update CTI-CFF Communication activities;
2. Regularly promote CTI-CFF's work to relevant stakeholders and audiences using a variety of communication materials, tools, activities and channels;
3. Engage with the national, regional and international media to cover CTI-CFF relevant activities and events;
4. Arrange press conference for the CTI-CFF as and when needed;
5. Develop and disseminate CTI-CFF centric press releases, updates, and announcements using a variety of communication avenues;
6. Manage the regular development and distribution of CTI-CFF e-newsletter and managing of its contents;
7. Ensure the regular maintenance of the Regional Secretariat's e-Library and other forms of documentation platform;
8. Lead the coordination and/or implementation of all CTI-CFF communication events, including the activities of the Coral Triangle Day Celebration;
9. Manage the communication, information and media relations in aspects of all CTI-CFF activities such as Senior Officials Meeting, Ministerial Meeting, Leaders Informal Gathering, Technical Working Group and Governance Working Group Meeting/Activities, Regional Business Forum, Women Leaders Forum, University Partnerships, and other regional and selected national activities relating to CTI-CFF;
10. Lead the coordination and implementation of all CTI-CFF related campaigns;
11. Manage the production and dissemination of communication materials to promote the CTI-CFF;

12. Safeguard the CTI-CFF brand and ensure that it is used properly across all communication outputs including those by CTI-CFF partners and collaborators;
13. Coordinate with all other Coral Triangle partners' communication staff for joint activities;
14. Oversee the CTI-CFF website through:
 - provision of editorial direction on content development;
 - produce and update material as content of CTI-CFF website, Facebook, Twitter, and other communication channels;
 - responsible for final clearance on all communication materials developed in accordance with protocols;
15. Provide overall direction on the:
 - communication strategies/approaches to be used by task/activity;
 - revision, update and/or development of the communication strategies and plans for the CTI-CFF;
16. Responsible for review of monitoring and evaluation of communication activities to identify challenges and determine course corrections as needed;
17. Supervise IT Officer in managing CTI-CFF websites and other knowledge and data management related activities;
18. Provide/manage efficient and effective technical information relating to Corporate Services responsibilities/tasks;
19. Responsible on any matters relating to the CTI-CFF event.
20. Perform special assignments as assigned by the Deputy Executive Directors and Executive Director of CTI-CFF.

4 Coordination and Reporting

The Communication and Information Manager will report directly to the Deputy Executive Director of Corporate Services.

5 Qualifications

1. Master's degree in communication studies, Public Relation, International Relation, Marketing or Social studies with at least 10 years of experience in communication, public relation, international relation, or marketing. Alternatively, Bachelor's degree with at least 15 years of experience in the same areas.
2. Strong oral and written communication skills and must have a thorough understanding of social media management and strategy
3. Proficient and enthusiastic use of multiple social media platforms either professionally or personally
4. A solid understanding of design, copy and web practices
5. Ability to understand complex economic, social, environmental and technological issues, and translate them into understandable and creative narratives/stories
6. Ability to build compelling stories and deliver them in various formats
7. Knowledge of protocols, formality and procedures of the Coral Triangle member countries
8. Experience in coordinating and managing complex logistics for VIP/high-level delegation visits, international meetings, conferences, and special events
9. Ability to plan, prioritize, coordinate and delegate work effectively, work to strict deadlines, manage budgets and resources and implement organizational policies
10. Demonstrated ability to assume responsibility for assignment from conception to completion
11. Lateral thinking and the capacity to listen to other people's points of view, and understand and integrate multiple perspectives

12. Strong team spirit with a passion for managing teams composed of people from different nationalities, cultures, fields and backgrounds
13. Confident, positive, curious, open and inclusive
14. Must have experience in working in a multi-cultural environment

6 Compensation

Salary Grade: Grade Level 18

The compensation (paid in Indonesia rupiah equivalent) for this position depends on the candidate's qualification and level of experience.

Contract Duration: 2 Year subject to 3-months probation

Staff shall receive benefits based on CTI-CFF Regulations and Policies.

7 Conditions of Application

1. This position is open only for citizens of CT6 Member Countries (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, Timor Leste) and subject to open competition regardless of race, color, gender, mother tongue, religion and beliefs, ethnic or social origin.
2. The successful applicant will be based at the CTI-CFF Regional Secretariat in Manado, North Sulawesi, Indonesia

8 Submission of Application

Please submit your application in English and include a cover letter, Curriculum Vitae, three (3) sample works (e.g., news/press release, brochures, social media content) and at least three (3) work references in format <Communications and Information Manager><Your Name> **by 6 June to regional.secretariat@cticff.org**

Only shortlisted applicants will be contacted for interview.