

Information Technology Management Specialist

Essential Functions

CTC is a non-profit organization based in Bali with a regional scope and global impact. It aims to transform marine resource management and safeguards the future of the Coral Triangle by working closely with local communities, the private sector, governments, and other partners to shape lasting solutions to protect coral reef ecosystems, ensure sustainable livelihoods and food security.

CTC comprises of core departments such as Training and Learning, Field learning Sites, and Learning Networks & Forum Development. CTC aims to expand its outreach and impact by developing a Center for Marine Conservation in Bali which will serve as a center of excellence for marine conservation training programs and outreach activities and a venue for artistic and cultural performances, to influence approximately 1.5 million people by 2020 to protect and care for the oceans and those that depend on it.

The **Information Technology Management Specialist** will play strategic role in ensuring the development and implementation of CTC's information management system and program dashboard that captures and manages program and operation information as well as addressing compliance and audit objectives. He/ she will need to work with teams at both the headquarters (Bali) and field office to ensure information is properly entered and quality standards are developed and maintained.

The Information Technology Management Specialist will also play a key role in managing CTC's IT and network equipment and its functionality. He/she will also support CTC's outreach and community activities to further spread the message of marine conservation to a wider audience

Specific duties and responsibility include:

1. Lead the system needs assessment, conceptualization and development of CTC's integrated information system with GIS and Knowledge Management Specialist
2. Support the data migration and integration process into MIS and CTC's website
3. Ensures that the dashboard is fully functional and presents accurate information
4. Develop manual guideline for the Content Management System and deliver training to the user
5. Supports data analysis, synthesis and consolidation of indicator data for project reporting
6. Performs regular system checks to ensure information is being properly documented and entered into MIS and CTC's website thereby contributing to data quality
7. Support Computer hardware and network management (security and audit) and troubleshoot in Bali and Field office

Qualification:

- Should have a University Degree in a related field
- Minimum 2 years experience in database and web base software development using open source language
- Experience in CMS configuration and management

- Experience in computer hardware and networking
- Trustworthy, attention to detail with high degree of accuracy and well organized
- Ability to meet set target and to work independently and in a team setting
- Fast learning & good communication skill
- Adaptive and able to work in a team

The position will be based in Bali. Evening and weekend work to achieve program goals may be required.

Please send CV and cover letter to hrecruitment@coraltrianglecenter.org

Deadline for Applications: July 31, 2019