

Senior Operations Manager

About Coral Triangle Center (CTC)

The Coral Triangle Center (CTC) is a foundation registered in Indonesia that trains marine resource managers and educates all groups that interact with coastlines and reefs within the Coral Triangle. With a focus on training and enabling local communities, the CTC supports marine protected areas, coordinates a learning network for MPA practitioners, connects the public and private sector on coastal issues, and develops a learning center of excellence in tropical marine resources management. CTC continues to develop a unique and integrated learning program based on the needs of professionals and stakeholders to manage their marine natural resources. The applied training and learning programs are adaptive, innovative, and customized to abate threats, address constraints, and promote sustainable practices.

Essential Functions:

The Coral Triangle Center Senior Operations Manager is responsible for providing support to the CTC Foundation in the area of Finance and Administration, Human Resources and General Affairs, Legal & Governance, Information & Communications Technology (ICT), Supply Chain, and Operations of the Foundation.

S(he) is responsible for ensuring the operations of the CTC program are well managed and in compliance with Finance & HR policies and procedures and donor requirements. S(he) helps manage and mitigate potential risks facing the foundation and provides advice, oversight, and direction to the Executive Directors and Senior Management Team (SM). The Senior Operations Manager reports to the Executive Director and is part of the Senior Management Team (SMT).

S(he) leads the operations and management control and program support for the CTC program portfolio in the six Coral Triangle countries, including the CTC Center for Marine Conservation (CMC).

This includes, but is not limited to, taking a coordinating role to:

1. Supports CTC foundation on the administrative operations (finance, administration, and logistics), including budget planning and controlling, personnel administration, facilities, safety, training, and volunteer development for CTC.
2. Identifies, coordinates, and implements numerous projects/programs to improve the quality and cost-effectiveness of operations and services.
3. Recommends and assists the implementation of internal policies and procedures and interprets and applies company policies/procedures. Ensures compliance with organization, policies, procedures, and regulatory agencies; effective utilization of personnel, material, space, and equipment; and effective customer service.
4. Works closely with all CTC Senior Management Team (SMT) members and others to ensure that his/her responsibilities are effectively and consistently discharged.
5. Responsible for overseeing the program design and development of training and orientation programs for volunteers and staff.
6. Responsible for the monitoring, championing, and supporting Knowledge Management (KM) initiatives for the entire organization, including but not limited to developing the objectives and

deliverables of the Knowledge Management implementation program, delivering the implementation project objectives, ensuring that the Knowledge Management framework operates effectively and efficiently, ensure that the Knowledge Management framework provides value to the organization, and represent the company externally in the field of Knowledge Management.

7. Manages the activities and personnel for a specific Finance/Accounting function to ensure financial results are accurately reflected; develops short and long-term business plans for the Foundation, and develops and implements methods and procedures for the preparation of periodic financial reports and results of operations, including ensuring the accuracy of details such as journal entries, cash, assets, and reconciliation; and responsible for tax and treasury strategies of the Foundation.
8. Provides support in the following human resource functions: Employee Relations, Compensation and Benefits, Performance Management, Payroll, Staff Development Plan (Training), and Organization Development.
9. Provides legal advice to the organization and participates in major legal actions by reviewing many organizational documents that have legal significance and provides opinions and suggestions on how they might be modified to enhance the organization's position legally. Coordinates the preparation and examines contracts that may involve government grants, leases, licenses, purchases, sales, insurance, easements, etc.
10. Responsible for coordinating all procurement of materials and supplies for CTC. Performs research and selects sources, approves purchase orders and controls prices and quality. Maintains contact with suppliers for information affecting prices, availability, and delivery. Negotiates purchase contracts and develops schedules for the delivery of products. Responsible for managing the purchasing budget and handling gifts from donation organizations.
11. Coordinates the annual work planning and budgeting, assists the Executive Director, and works closely with the Senior Management Team.

KNOWLEDGE/SKILLS:

- An MBA or graduate degree in Finance, business, and commercial with at least ten years of working experience in strategic planning and operational management in Asia-Pacific public education or hospitality services.
- Experience in supporting and managing multiple projects and strategic program goals in a senior/high-level managerial role (CFO level is preferred, where complex decision-making is part of the daily task).
- A history of delivering organizational change.
- Strong and sufficient financial, audit, HR & organizational design, legal and commercial, Information and Communications Technology (ICT), Knowledge Management (KM), supply chain background (training and experience).
- Working knowledge of current trends in relevant disciplines and updated with the laws, rules & regulations.
- Strong verbal writing skills in English and Bahasa Indonesia.
- Excellent leadership, people management, communication, and influencing skills at a senior level.
- Advanced skills in personal computer use, database management, business analysis, financial modeling, reporting, and presentation.
- Affinity with marine natural resources management issues is preferred.

COMPLEXITY/PROBLEM SOLVING:

- Ability to achieve goals and work through others guided by CTC's vision, mission, and values
- Independently resolves complex issues that involve multiple program areas.
- Work is highly diversified, and problems may require solutions outside established practices and guidelines.

- Cultivates the creative ideas of others to identify potential solutions. Experiments to find innovative solutions – thinks out of the box.

DISCRETION/LATITUDE/DECISION-MAKING:

- Requires frequent support for strategic decision-making based on analysis, experience, and judgment.
- Ensures that the program complies with CTC policies and procedures and external (donor/legal) requirements.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Advanced communication and presentation skills; ability to persuasively convey the mission of CTC to and solicit program support from diverse groups, including landowners, corporate executives, conservation partners, academic leaders, government officials, donors, board members, and the general public.
- Works in collaboration with other organizations.
- May prepare and present project proposals and negotiate with various actors to achieve program goals.
- Effectively communicates strategic project goals and objectives.

WORKING CONDITIONS/PHYSICAL EFFORT:

- The Senior Operations Manager will be based in Bali.
- Requires evening and weekend work to achieve program goals; travel may be required at short notice and possibly to remote and distant locations. Ability to work effectively under pressure and meet deadlines.

Please send your CV and application letter to: hrecruitment@coraltrianglecenter.org.
(Closing date for application: May 14, 2022)