



**CORAL
TRIANGLE
CENTER**

Inspiring People Saving Oceans

TERM OF REFERENCE TRAINING ADMINISTRATION OFFICER

Background

The Coral Triangle Center (CTC) is a foundation based in Indonesia that trains marine resources managers and educates all groups that interact with coastlines and reefs within the Coral Triangle. The applied training and learning programs are adaptive, innovative and customized for different stakeholders to abate threats, address constraints and promote sustainable practices. Coral Triangle Center provides training in marine natural resources management, supports marine protected areas (MPA) and sustainable fisheries management, coordinates a learning network of Marine Protected Area practitioners, and is developing a learning center of excellence in tropical marine conservation. Check our website at www.coraltrianglecenter.org.

CTC develops a capacity development program on the range of MPA management, sustainable fisheries management, and other marine resource management to support government in national and provincial level. The program covers training delivery and competency assessment. Training delivery includes needs assessment, the development of curricula and modules for offline and online trainings, and post-training evaluation. Check our online training website at <https://ctc-academy.net/elearning/>. CTC currently provides competency assessment for MPA managers and practitioners.

In the capacity development program, CTC collaborates closely with the Ministry of Marine Affairs and Fisheries, some provincial governments and universities, and private sectors such as professional certification institutes. CTC has been Pusat Pelatihan Mandiri Kelautan dan Perikanan (P2MKP) since 2012 and Tempat Uji Kompetensi (TUK) since 2015.

Since 2011, CTC has delivered more than 250 training sessions for more than 6,000 participants from government institutions, communities, universities, and other marine resources management practitioners. Training and competency assessment activities continue to develop to provide competent marine resource managers in the coming years. CTC needs a Training Administration Officer to support training and assessment of competency activities.

Essential Functions

The Training Administration Officer will be responsible for administering training and assessment of competency by

- Preparing the venue, participants, and materials;
- Maintaining the database of participants, modules, and other training documents;
- Maintaining the training tools.
- Preparing periodic report of training status for monitoring and evaluation.

The Training Administration Officer will:

- Be based in Bali but travel a lot to different training areas
- Reports directly to CTC Training Manager
- Work closely with Learning Technology Officer in managing online training database

Qualifications

- Hold Bachelor Degree preferably in Educational Management, Educational Psychology, or Science.
- Having experience working in university project or community empowerment
- Preference is given to candidate who live in Bali
- Familiar with database development, maintenance, and retrieval
- Intermediate skill in operating Microsoft Office Suites (Words, Excel, and PowerPoint)
- Fluent in Bahasa Indonesia and English

Please send your application to hrecruitment@coraltrianglecenter.org no later than 13 October 2023