

## OPERATIONS OFFICER

[Apply Now](#)

Company: The Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security

Location: Indonesia

Category: other-general

(To be based in Manado, North Sulawesi, Indonesia)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, seeks a self-motivated, smart, detail oriented and highly organized individual as a Operations Officer to be stationed in the Regional Secretariat (RS) CTI-CFF in Manado, North Sulawesi, Indonesia.

**Responsibilities**

- Human Resources Assist with creating and posting job vacancies, post job ads on careers pages and process incoming resumes, receive and review job applications
- Schedule interviews and assessments
- Update HR databases (e.g. new hires, separations, vacation and sick leaves)
- Provide orientations for new employees by sharing onboarding packages and explaining organizational policies
- Procurement Assists in procurement matters and on relevant processes of solicitation process including drafting and issuing requests for quotations (RFQ), requests for information (RFI), requests for expression of interest (RFEI), requests for proposals (RFP);
- Supports procurement panel ensuring the integrity of the competitive process while fully supporting the selection and decision-making process;
- Maintains complete and accurate records as a safeguard in the event of a legal dispute;
- Logistics Assist the logistical arrangement to support the overall Secretariat operation, including for CTI CFF meetings and other CTI-CFF program and activities;
- Analyses logistical requirements and selects appropriate methods and services to use based on standard practice
- Arrange the most efficient shipping methods and services,

risks, and costs associated with domestic and international shipments, ensures execution of and monitors shipments; Travel arrangement and organization, including staff's family and consultants, for activities, events, moving, relocation, repatriation, and any official travel. Others Assist in supervising the maintenance of building, furniture, vehicles and other office assets' good conditions; Performs other related duties as required from the Corporate Services team and authorized by management Submission Procedure All applications should include a cover letter, candidate's curriculum vitae with references (minimum three references) and contact information (telephone, e-mail) to be sent to regional.secretariat@cticff.org with the "subject" of the email in the following format " ". These must be sent to the CTI-CFF and the Regional Secretariat by 7 July 2022. Appointments shall be subject to open competition among nationals of CT6, regardless of race, nationality, gender, mother tongue, religion, beliefs, ethnic or social origin. Only those few who are shortlisted would be contacted.

#J-18808-Ljbffr

[Apply Now](#)

#### **Cross References and Citations:**

- 1. OPERATIONS OFFICER Jobs Indonesia** ↗
- 2. OPERATIONS OFFICER Jobs Indonesia** ↗
- 3. OPERATIONS OFFICER Jobs Indonesia** ↗
- 4. OPERATIONS OFFICER Jobs Indonesia** ↗
- 5. OPERATIONS OFFICER Jobs Indonesia** ↗
- 6. OPERATIONS OFFICER search Indonesia** ↗
- 7. OPERATIONS OFFICER job finder Indonesia** ↗
- 1. OPERATIONS OFFICER jobs** ↗
- 2. OPERATIONS OFFICER jobs** ↗
- 3. OPERATIONS OFFICER jobs** ↗

Source: <https://id.expertini.com/jobs/job/operations-officer-indonesia-the-coral-triangle-i-888-576365/>

Generated on: 2024-05-06 by Expertini.Com