

OPPORTUNITY: ASEAN ENMAPS National Project Manager – Indonesia

POSITION TITLE: ASEAN ENMAPS National Project Manager – Indonesia

DEPARTMENT: Programmes

DURATION: One Year (renewable)

DUTY STATION: Indonesia

REPORTING TO: ASEAN ENMAPS Project Manager–Chief Technical Adviser (PM-CTA)

COORDINATING WITH: The National Implementation Unit Head

TERMS OF REFERENCE

A. BACKGROUND

The ASEAN Centre for Biodiversity (ACB) is an intergovernmental regional centre of excellence established through an agreement among the Governments of the Member States of the Association of Southeast Asian Nations (ASEAN) in 2005. The ACB facilitates cooperation and coordination among the members of ASEAN and with relevant national governments, regional and international organisations on the conservation and sustainable use of biological diversity and the fair and equitable sharing of benefits arising from the use of such biodiversity in the ASEAN region. Since its establishment, the ACB has lived up to its mandate to strengthen national and regional capacity for biodiversity conservation.

The ACB is the lead executing agency of Effectively Managing Networks of Marine Protected Areas in Large Marine Ecosystems in the ASEAN Region (ASEAN ENMAPS), a project implemented by the United Nations Development Programme through the funding of the Global Environment Facility. The Directorate of Conservation Area Management, Directorate General of Natural Resources and Ecosystem Conservation (KSDAE), Ministry of Environment and Forestry in the Republic of Indonesia serve as ACB's national executing partners.

The ASEAN ENMAPS Project is designed to address the coastal and marine ecosystem challenges in the ASEAN region through enhanced collaborative management of marine protected areas (MPAs) and through other integrated

coastal management and ecosystem-based fisheries management approaches. The project aims to develop and improve the management of MPA networks and marine corridors within selected Large Marine Ecosystems (LMEs) in the ASEAN region for the

conservation of globally significant biodiversity and support sustainable fisheries and other ecosystem goods and services. This regional project will have a strong upscaling focus, engaging ASEAN working groups and LME governance mechanisms and leveraging complementary investments across the ASEAN region. The ASEAN ENMAPS will be implemented for five years from March 2024 to March

2029 in selected MPAs and marine corridors with high conservation importance in the ASEAN region. It has 11 pilot sites across Indonesia, the Philippines, and Thailand.

The ACB is seeking dynamic, innovative and committed candidates for the position of ASEAN ENMAPS National Project Manager for Indonesia who will be responsible for the daily operation of the project in Indonesia.

B. SCOPE OF DUTIES

The Programmes Department is the primary oversight of the ASEAN ENMAPS project, with technical and management support of the Project Management Unit (PMU). The ASEAN ENMAPS National Project Manager-Indonesia will be working under the PMU and will directly report to the Project Manager-Chief Technical Adviser (PM-CTA). S/he will also closely co-ordinate with the respective National Executing Agency of the project in the Philippines.

The ASEAN ENMAPS National Project Manager – Indonesia will lead the coordination and collaboration needs of the project at the national level in order to contribute to and support the achievement of the project's objectives. S/he will contribute to the design of MPA networks among sites pre-selected by the project through his/her knowledge of local governance, stakeholder capacities, and preferences, together with the inputs of the Safeguards Consultant. The successful candidate will support all field-based consultation needs and will support ASEAN ENMAPS implementing partners in the course of project life. S/he will play a pivotal role in designing and implementing MPA networks and marine corridors, thereby contributing to the sustainable management and protection of marine biodiversity in the ASEAN region.

The ASEAN ENMAPS National Project Manager-Indonesia shall perform the following specific roles to ensure that the project objectives are efficiently achieved:

1. Project Coordination and Communication support

- a. Co-ordinate and oversee the implementation of project activities;
- b. Ensure alignment of national activities with overall project objectives and work plans;
- c. Facilitate communication between the national focal entity, project stakeholders, and the regional project management unit;
- d. Engage with project stakeholder both at the national and site levels to facilitate collaboration on complementary activities, including those implemented by co-financing partners;

- e. Assist in communicating and socialising the project to national-level stakeholders in accordance with the project knowledge management and communications strategy and action plan;
- f. Track co-financing contributions to the project at the site and national levels; and Supervise site officers.

2. Provide technical assistance to national- and local-level stakeholders in the implementation of project activities to support the design process for MPA networks, marine corridors, and project safeguards

- a. Support the Regional Fisheries Consultant and collaborate with the Fisheries and MPA Officer in preparing the design of MPA networks and associated marine biodiversity conservation corridors based on findings from scientific studies, modelling, social, and environmental assessments, and institutional analyses.
 - i. Support the consultation processes to complement ecological connectivity studies, such as modelling of larval dispersal and analysis of target fish stocks, their habitats, conservation status, and migratory patterns;
 - ii. Support the implementation of orientation and training processes that may be convened to enhance stakeholders' understanding of MPAs, MPA networks, connectivity and fisheries trends; and
 - iii. Support the preparation of meetings relevant to designing MPA networks among experts and stakeholders.
- b. Support the development of the project safeguards plan
 - i. Facilitate the conduct of stakeholder consultations and assessments, ensuring active participation from women, local communities, and local resource-dependent populations;
 - ii. Facilitate discussions on management and governance arrangements of MPA networks and associated marine corridors that will be identified in the course of project implementation; and
 - iii. Support the identification of social and environmental opportunities and benefits, as well as the means to avoid, minimize, mitigate, and manage the adverse impacts that the project may have on local stakeholders.

3. Support Capacity Building

- a. Identify capacity-building needs and organise training sessions and workshops for stakeholders;
- b. Support the development of educational and awareness materials related to MPAs and biodiversity conservation; and
- c. Facilitate the conduct of the capacity-building activities for local stakeholders on marine conservation, sustainable fisheries, livelihood identification, and development and ecosystem management.

4. Support Project Implementation

- a. Support the implementation of integrated coastal management and marine spatial planning strategies at the MPA network sites;
- b. Support the implementation of the project safeguards plans, reporting to the Gender-Safeguards Officer; and
- c. Supervise and support the technical and administrative needs of Project Site Officers.

5. Conduct Project Outputs and Outcomes Monitoring and Reporting

- a. Support the development of annual work plans and budgets;
- b. Carry out monitoring and evaluation duties and provide feedback to the M&E Specialist and other members of the project team;
 - i. Monitor project progress and ensure timely delivery of outputs and milestones;
 - ii. Measure project indicators in accordance with the project M&E plan; and
 - iii. Communicate the results in the required format and timeframe to the M&E Specialist.
- c. Prepare and submit quarterly progress reports to the national focal entity and regional project management unit; and
- d. Ensure compliance with project budgets and financial procedures.

6. Perform other related tasks that may be assigned by the supervisor(s) from time to time.

C. QUALIFICATIONS

Education and Work Experience

- Master's degree in Marine Biology, Environmental Science, Natural Resource Management, or any other related fields and five years of related work experiences, **or its equivalency requirements:**
- Completed Academic Requirements in Master's program Marine Biology, Environmental Science, Natural Resource Management, or any other related course and 7 years of related work experiences; or
- 18 units earned in Master's program in Marine Biology, Environmental Science, Natural Resource Management, or any other related course and 9 years of related work experiences; or
- Related bachelor's degree in Marine Biology, Environmental Science, Natural Resource Management, or any other related course and 12 years of related work experiences; or
- Non-Related Bachelor's degree and 15 years related work experience. Knowledge and experience on MPAs and biodiversity conservation
- Minimum of three years relevant experience in national project implementation and managerial/supervisory experience in implementing, coordinating and monitoring of development program/project

- Must have at least three years of experience working with the national government and familiarity with the government processes on biodiversity conservation

Skills

- Proficiency in local languages is a must
- Excellent knowledge of the English language and with exceptional writing presentation and communication skills
- Adept at working with international partners and national biodiversity agencies and related national partners
- Ability to work independently and to manage effectively different task
- Able to use computer applications, in particular, MS Office
- Adept at working within a multicultural working environment

Nationality

- Must be a national of Indonesia

D. COMPETENCY REQUIREMENTS

Core Values:

- Integrity, professionalism, and respect for diversity
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly
- Prudence, dependability, and accountability

Core Competencies:

- Communication, teamwork, planning, and organising, accountability, commitment to continuous learning, and technological awareness.

E. APPLICATION PROCEDURE

Applicants should prepare the following and send all to acb.hr@aseanbiodiversity.org:

1. A letter of intent of no more than two pages, elaborating how his/her qualifications and experiences make him/her suitable for the position. Address the letter to Executive Director Dr. Theresa Mundita S. Lim. **JP 2024-28 ASEAN ENMAPS National Project Manager – Indonesia** should be indicated in the aforesaid letter.
2. Updated *curriculum vitae*, and diploma, or transcript of records
3. A completed Job Application Form (which can be downloaded here <https://bit.ly/4ezZ4fF>)

Deadline for submission of completed applications is on **28 September 2024**. Only applications with complete documentary requirements (Letter of Intent, completed Job Application Form, and *curriculum vitae*) will be processed. Applications received beyond

this date will not be considered. All applicants will be given notice as to the status of their application. Previous applicants may apply again

F. ADDITIONAL INFORMATION

The ACB does not ask for payment at any stage of its recruitment process (application, processing, training, interviewing, testing or other fee) nor authorises anyone to officially receive applications from prospective candidates, except through the ACB Human Resources Division. The public is strongly advised to be vigilant when dealing with financial transactions online and to report any suspicious individuals or accounts representing the ACB.

OPPORTUNITY: ASEAN ENMAPS Site Officer – Kepulauan Togean National Park (KTNP)

POSITION TITLE: ASEAN ENMAPS Site Officer – Kepulauan Togean National Park (KTNP)

DEPARTMENT: Programmes

DURATION OF CONTRACT: One year (renewable)

DUTY STATION: Indonesia

REPORTING TO: ENMAPS National Project Manager (Indonesia)

TERMS OF REFERENCE

A. BACKGROUND

The ASEAN Centre for Biodiversity (ACB) is an intergovernmental regional centre of excellence established through an agreement among the Governments of the Member States of the Association of Southeast Asian Nations (ASEAN) in 2005. The ACB facilitates cooperation and coordination among the members of ASEAN and with relevant national governments, regional and international organisations on the conservation and sustainable use of biological diversity and the fair and equitable sharing of benefits arising from the use of such biodiversity in the ASEAN region. Since its establishment, the ACB has lived up to its mandate to strengthen national and regional capacity for biodiversity conservation.

The ACB is the lead executing agency of Effectively Managing Networks of Marine Protected Areas in Large Marine Ecosystems in the ASEAN Region (ASEAN ENMAPS), a project implemented by the United Nations Development Programme through the funding of the Global Environment Facility. The Directorate of Conservation Area Management, Directorate General of Natural Resources and Ecosystem Conservation (KSDAE), Ministry of Environment and Forestry in the Republic of Indonesia serve as ACB's national executing partners.

The ASEAN ENMAPS Project is designed to address the coastal and marine ecosystem challenges in the ASEAN region through enhanced collaborative management of marine protected areas (MPAs) and through other integrated coastal management (ICM) and ecosystem-based fisheries management (EBFM) approaches. The project aims to develop and improve the management of MPA networks and marine corridors within selected Large Marine Ecosystems (LMEs) in the ASEAN region for the conservation of globally significant biodiversity and support sustainable fisheries and other ecosystem goods and services. This regional project will have a strong upscaling focus, engaging ASEAN working groups and LME

governance mechanisms and leveraging complementary investments across the ASEAN region. The ASEAN ENMAPS will be implemented for five years from March 2024 to March 2029 in selected MPAs and marine corridors with high conservation importance in the ASEAN region. It has 11 pilot sites across Indonesia, the Philippines, and Thailand.

The ACB is seeking dynamic, innovative and committed candidates for the position of ASEAN ENMAPS Site Officer – Kepulauan Togean National Park (KTNP) who will be the focal point of the project at the field/community level, directly interacting with the target sites, local communities, and local government units.

Position Overview:

Reporting directly to the ENMAPS National Project Manager (Indonesia), the Site Officer will be responsible for co-ordinating site-based activities of the ASEAN ENMAPS project, specifically in organising field validation surveys, stakeholder consultations, collecting related information, and supporting the implementation of integrated coastal management interventions. This position requires strong leadership; technical expertise in marine conservation; knowledge of the local governance patterns, issues, and local language; and effective communication skills to engage with local stakeholders and ensure the successful execution of project objectives. This Terms of Reference (TOR) outlines the key responsibilities, qualifications, and expectations for the Site Officer position, ensuring alignment with the goals of enhancing marine protected area networks and supporting sustainable fisheries in the ASEAN region.

B. SCOPE OF DUTIES

The Programmes Department is the primary oversight of the ASEAN ENMAPS project, with technical and management support of the Project Management Unit (PMU). The ASEAN ENMAPS Site Officer – KTNP will be working under the PMU, directly reporting to the ASEAN ENMAPS National Project Manager (Indonesia) under the overall supervision of the ASEAN ENMAPS Project Manager – Chief Technical Adviser. The successful candidate will also closely co-ordinate with the respective site-level management unit of the national executing agency of the ASEAN ENMAPS.

The ASEAN ENMAPS Site Officer – KTNP shall perform the following specific roles to ensure that the project objectives are efficiently achieved:

1. Co-ordination

- a. Co-ordinate with relevant stakeholders including government agencies, local communities, non-governmental organisations, the academe, and other partners;
- b. Support all field-related activities, including validation, consultation, and needs assessment activities of the Fisheries and Safeguards Consultant,

- the assessment activities of the M&E, Gender and Safeguards, and Communication Specialists, Fisheries and MPA Officer, and project partners;
- b. Facilitate communication with local communities, local government units, local businesses, and other local stakeholders;
 - c. Provide translation services to project staff at stakeholder consultations and meetings;
 - d. Monitor progress of project activities and report quarterly to the ASEAN ENMAPS National Project Manager on achievements, challenges, and lessons learned; and
 - e. Collect information related to MPAs, including MPA management plans, results of previous surveys and periodic reports as may be available.

2. Technical Support

- a. Provide technical assistance in the implementation of activities at the project pilot site, KTNP;
- b. Support the development of annual work plans and budgets; and
- c. Identify opportunities for synergies on complementary initiatives and assisting in tracking co-financing.

3. Project Implementation

- a. Implement activities outlined in the project plan for the designated site;
- b. Support the management of MPAs;
- c. Participate in the design, configuration, and proposal of governance mechanisms for MPA networks that will be developed in MPAs of concern;
- d. Support the development and subsequent implementation of management plans for MPAs and MPA networks based on the outputs and recommendations of ecological and socio-economic assessments; and
- e. Ensure compliance with national and international safeguards regarding marine conservation, project safeguards, gender sensitivity, and inclusivity.

4. Capacity Building and Stakeholder Engagement

- a. Support the conduct of training needs assessments at the site and community levels;
- b. Facilitate capacity-building activities for local stakeholders on marine conservation, sustainable fisheries, livelihood identification and development, and ecosystem management;
- c. Foster collaboration and partnerships among stakeholders to enhance conservation efforts and sustainable resource use; and
- d. Support the implementation of the project's small grants facility.

5. Monitoring and Evaluation

- a. Implement monitoring protocols to assess the effectiveness of conservation measures as may be designed with the M&E Specialist;
- b. Support the regular evaluation of project activities and outcomes;

- c. Prepare reports and documentation as required by the ASEAN ENMAPS project; and
 - d. Keep abreast of local concerns and priorities as well as the socio-economic conditions and trends, and accordingly relate their impact on the project and advise the other project team members.
6. Perform other related tasks that may be assigned by the supervisor(s) from time to time.

C. QUALIFICATIONS

Education and Work Experience

- Bachelor's degree in Marine Biology, Marine Conservation, Environmental Science or any related fields with at least three (3) years of experience in marine conservation or natural resource management, with specific experience in managing marine protected areas, or its equivalency requirements:
- Non-Related Bachelor's Degree with at least five (5) years of experience in marine conservation or natural resource management, with specific experience in managing marine protected areas
- Strong understanding of ecosystem-based management principles and biodiversity conservation
- Proven experience in project management, including planning, implementation, and monitoring

Skills

- Proficiency in local languages is a must
- Excellent communication skills in English will be an advantage
- Adept at working with international partners
- Ability to work independently and to manage effectively different tasks
- Able to use computer applications, in particular, MS Office
- Adept at working within a multicultural working environment

Nationality

- Must be a citizen of Indonesia

D. COMPETENCY REQUIREMENTS

Core Values:

- Integrity, professionalism, and respect for diversity
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly
- Prudence, dependability, and accountability

Core Competencies:

- Communication, teamwork, planning, and organising, accountability, commitment to continuous learning, and technological awareness.

E. APPLICATION PROCEDURE

Applicants should prepare the following and send all to acb.hr@aseanbiodiversity.org:

1. A letter of intent of no more than two pages, elaborating how his/her qualifications and experiences make him/her suitable for the position. Address the letter to Executive Director Dr. Theresa Mundita S. Lim. **JP 2024-30 ASEAN ENMAPS Site Officer – Kepulauan Togean National Park (KTNP)** should be indicated in the aforesaid letter.
2. Updated *curriculum vitae*, and diploma, or transcript of records
3. A completed Job Application Form (which can be downloaded here <https://bit.ly/4ezZ4fF>)

Deadline for submission of completed applications is on **22 September 2024**. Only applications with complete documentary requirements (Letter of Intent, completed Job Application Form, and *curriculum vitae*) will be processed. Applications received beyond this date will not be considered. All applicants will be given notice as to the status of their application. Previous applicants may apply again.

F. ADDITIONAL INFORMATION

The ACB does not ask for payment at any stage of its recruitment process (application, processing, training, interviewing, testing or other fee) nor authorises anyone to officially receive applications from prospective candidates, except through the ACB Human Resources Division. The public is strongly advised to be vigilant when dealing with financial transactions online and to report any suspicious individuals or accounts representing the ACB.

OPPORTUNITY: ASEAN ENMAPS Site Officer – Wakatobi National Park (WNP)

POSITION TITLE: ASEAN ENMAPS Site Officer – Wakatobi National Park (WNP)

DEPARTMENT: Programmes

DURATION OF CONTRACT: One year (renewable)

DUTY STATION: Indonesia

REPORTING TO: ENMAPS National Project Manager (Indonesia)

TERMS OF REFERENCE

A. BACKGROUND

The ASEAN Centre for Biodiversity (ACB) is an intergovernmental regional centre of excellence established through an agreement among the Governments of the Member States of the Association of Southeast Asian Nations (ASEAN) in 2005. The ACB facilitates cooperation and coordination among the members of ASEAN and with relevant national governments, regional and international organisations on the conservation and sustainable use of biological diversity and the fair and equitable sharing of benefits arising from the use of such biodiversity in the ASEAN region. Since its establishment, the ACB has lived up to its mandate to strengthen national and regional capacity for biodiversity conservation. The ACB is the lead executing agency of Effectively Managing Networks of Marine Protected Areas in Large Marine Ecosystems in the ASEAN Region (ASEAN ENMAPS), a project implemented by the United Nations Development Programme through the funding of the Global Environment Facility. The Directorate of Conservation Area Management, Directorate General of Natural Resources and Ecosystem Conservation (KSDAE), Ministry of Environment and Forestry in the Republic of Indonesia serve as ACB's national executing partners.

The ASEAN ENMAPS Project is designed to address the coastal and marine ecosystem challenges in the ASEAN region through enhanced collaborative management of marine protected areas (MPAs) and through other integrated coastal management (ICM) and ecosystem-based fisheries management (EBFM) approaches. The project aims to develop and improve the management of MPA networks and marine corridors within selected Large Marine Ecosystems (LMEs) in the ASEAN region for the conservation of globally significant biodiversity and support sustainable fisheries and other ecosystem goods and services. This regional project will have a strong

upscaling focus, engaging ASEAN working groups and LME governance mechanisms and leveraging complementary investments across the ASEAN region. The ASEAN ENMAPS will be implemented for five years from March 2024 to March 2029 in selected MPAs and marine corridors with high conservation importance in the ASEAN region. It has 11 pilot sites across Indonesia, the Philippines, and Thailand.

The ACB is seeking dynamic, innovative and committed candidates for the position of ASEAN ENMAPS Site Officer for Wakatobi National Park (WNP) who will be the focal point of the project at the field/community level, directly interacting with the target sites, local communities, and local government units.

Position Overview:

Reporting directly to the ASEAN ENMAPS National Project Manager (Indonesia), the Site Officer will be responsible for co-ordinating site-based activities of the ASEAN ENMAPS project, specifically in organising field validation surveys, stakeholder consultations, collecting related information, and supporting the implementation of integrated coastal management interventions. This position requires strong leadership, technical expertise in marine conservation; knowledge of the local governance patterns, issues, and local language; and effective communication skills to engage with local stakeholders and ensure the successful execution of project objectives. This Terms of Reference outlines the key responsibilities, qualifications, and expectations for the Site Officer position,

ensuring alignment with the goals of enhancing marine protected area networks and supporting sustainable fisheries in the ASEAN region.

B. SCOPE OF DUTIES

The Programmes Department is the primary oversight of the ASEAN ENMAPS project with the technical and management support of the Project Management Unit (PMU). The ASEAN ENMAPS Site Officer – WNP will be working under the PMU, directly reporting to the ASEAN ENMAPS National Project Manager (Indonesia),

and under the overall supervision of the ASEAN ENMAPS Project Manager – Chief Technical Adviser. The successful candidate will also closely co-ordinate with the respective site-level management unit of the national executing agency of the

ASEAN ENMAPS The ENMAPS Site Officer – WNP shall perform the following specific roles to ensure that the project objectives are efficiently achieved:

1. Co-ordination:

- a) Co-ordinate with relevant stakeholders, including government agencies, local communities, non-governmental organisations, the academe, and other partners;
 - b) Support all field-related activity, including validation, consultation, and needs assessment activities of the Fisheries and Safeguards Consultant, the assessment activities of the M&E, Gender and Safeguards, Fisheries and MPA, and Communication Specialists and project partners;
 - c) Facilitate communication with local communities, local government units, local businesses, and other local stakeholders;
 - d) Provide translation services to project staff at stakeholder consultations and meetings;
 - e) Monitor progress of project activities and report quarterly to the ENMAPS National
 - f) Project Manager on achievements, challenges, and lessons learned; and
 - g) Collect information related to marine protected areas including MPA Management
 - h) Plans, Results of previous surveys and periodic reports as may be available.
2. Technical Support
- a) Provide technical assistance in the implementation of activities at the project pilot site of WNP;
 - b) Support the development of annual work plans and budgets; and
 - c) Identify opportunities for synergies on complementary initiatives and assisting in tracking co-financing.
3. Project Implementation
- a) Implement activities outlined in the project plan for the designated site;
 - b) Support the management of MPAs;
 - c) Participate in the design, configuration, and proposal of governance mechanisms for MPA networks that will be developed in MPAs of concern;
 - d) Support the development and subsequent implementation of management plans for MPAs and MPA networks based on the outputs and recommendations of ecological and socio-economic assessments; and
4. Ensure compliance with national and international safeguards regarding marine conservation, project safeguards, and gender sensitivity and inclusivity. Capacity Building and Stakeholder Engagement:
- a) Support the conduct of training needs assessments at the site and community levels;
 - b) Facilitate capacity-building activities for local stakeholders on marine conservation, sustainable fisheries, livelihood identification and development, and ecosystem management;
 - c) Foster collaboration and partnerships among stakeholders to enhance conservation efforts and sustainable resource use; and

- d) Support the implementation of the project's small grants facility.
- 5. Monitoring and Evaluation
 - a) Implement monitoring protocols to assess the effectiveness of conservation measures as may be designed with the M&E Specialist;
 - b) Support the regular evaluation of project activities and outcomes;
 - c) Prepare reports and documentation as required by the ENMAPS project; and
 - d) Keep abreast of local concerns and priorities as well as the socio-economic conditions and trends and relating their impact on the project and advising the other project team members.
- 6. Perform other related tasks that may be assigned by the supervisor(s) from time to time.

C. QUALIFICATIONS

Education and Work Experience

- Bachelor's degree in Marine Biology, Marine Conservation, Environmental Science or any related fields with at least three (3) years of experience in marine conservation or natural resource management, with specific experience in managing marine protected areas, or its equivalency requirements
- Non-Related Bachelor's Degree with at least five (5) years of experience in marine conservation or natural resource management, with specific experience in managing marine protected areas
- Strong understanding of ecosystem-based management principles and biodiversity conservation
- Proven experience in project management, including planning, implementation, and monitoring

Skills

- Proficiency in local languages is a must
- Excellent communication skills in English will be an advantage
- Adept at working with international partners
- Ability to work independently and to manage effectively different tasks
- Able to use computer applications, in particular, MS Office
- Adapt at working within a multicultural working environment

Nationality

- Must be a citizen of Indonesian

D. COMPETENCY REQUIREMENTS

Core Values:

- Integrity, professionalism, and respect for diversity

- Cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly
- Prudence, dependability, and accountability

Core Competencies:

- Communication, teamwork, planning, and organising, accountability, commitment to continuous learning, and technological awareness.

E. APPLICATION PROCEDURE

Applicants should prepare the following and send all to acb.hr@aseanbiodiversity.org:

1. A letter of intent of no more than two pages, elaborating how his/her qualifications and experiences make him/her suitable for the position. Address the letter to Executive Director Dr. Theresa Mundita S. Lim. **JP 2024-29 ASEAN ENMAPS Site Officer – Wakatobi National Park (WNP)** should be indicated in the aforesaid letter.
2. Updated *curriculum vitae*, and diploma, or transcript of records
3. A completed Job Application Form (which can be downloaded here bit.ly/4ezZ4fF)

Deadline for submission of completed applications is on **22 September 2024**. Only applications with complete documentary requirements (Letter of Intent, completed Job Application Form, and *curriculum vitae*) will be processed. Applications received beyond this date will not be considered. All applicants will be given notice as to the status of their application. Previous applicants may apply again.

F. ADDITIONAL INFORMATION

The ACB does not ask for payment at any stage of its recruitment process (application, processing, training, interviewing, testing or other fee) nor authorises anyone to officially receive applications from prospective candidates, except through the ACB Human Resources Division. The public is strongly advised to be vigilant when dealing with financial transactions online and to report any suspicious individuals or accounts representing the ACB.