

**Job title** : Marine Conservation Science Assistant  
**Location** : WWF-Indonesia, Jakarta  
**Starting date** : 1 October 2015 or sooner  
**Duration** : 9 months, with possible of renewable yearly contract  
**Type of contract** : Honorary contract  
**Supervisor** : Marine Conservation Science Coordinator  
**Application deadline** : 8 September 2015

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**Terms of Reference**

**Background**

As part of WWF's program strategy to safeguard nurseries of the seas and transform unsustainable fisheries in Indonesia, the Coral Triangle Program implemented activities at the national level, with particular emphasis in the Sunda Banda Seascape (SBS), in an attempt to provide effective monitoring & evaluation system to measure biophysical and socio-economic changes and inform relevant managers and decision makers in support of adaptive management.

Beginning in 2013, WWF has implemented an M&E framework for the SBS that includes three complementary systems, designed to meet adaptive management needs:

- An SBS Atlas (sbsatlas.reefbase.org) that documents the status and condition of the Seascape and consolidates existing social, ecological, and biophysical information.
- A performance measurement system, the SBS Dashboard, which tracks progress towards conservation, fisheries, and human well-being objectives.
- Robust, quasi-experimental evaluation of social and ecological impacts of MPA establishment at strategic sites in the Seascape will allow partners to understand and communicate the impact of conservation efforts in the region. In February 2014, baseline ecological data were collected in and outside of the Alor and East Flores MPAs, and social monitoring began in the same area in September 2014.

Among others, the M&E framework also included scientific capacity building for staff partners, communicating the scientific results to broader SBS partners, and develop science network in the region. The implementation of M&E system will continue on until 2018 with bigger and broader scope of works.

**Description of Responsibilities**

Under the overall authority of the Director of Coral Triangle Directorate and direct supervision of the Marine Conservation Science Coordinator, and in close cooperation
with the Program Leaders, Coordinators and Officers of the Sunda Banda Seascape, the incumbent shall:

1. Assist in coordinating the upcoming M&E activities in the Sunda Banda Seascape, including but not limited to, SBS Atlas, SBS dashboard, social and ecological impact evaluation, and forgotten islands rapid assessment. The incumbent will be responsible to:
   - Liaising with different program/support of WWF Office to ensure the development and smooth implementation of the activities;
   - Liaising and maintaining close contact with partner institutions, and provide reports and information to them in a timely manner at their requests;
   - Working with Marine Conservation Science team in the planning, development, implementation and monitoring of M&E activities, and provide technical support and advice as necessary;
   - Providing administrative and financial assistance and advice;
   - Assisting in analyzing data and developing scientific reports, factsheets and/or other forms of communication;
   - Providing technical and capacity building assistance for staff and partners; and
   - Communicating results/outcomes to partners – both technical and for less scientific audiences.

2. Assist in carrying out marine conservation-related targeted research and literature review based on requests from Marine Conservation Science team and other programs.

3. Assist in the development and implementation of M&E system in the Birds Head Seascape.

Deliverables for this task:
- Monthly report that includes the achievements, implementation/progress and pending activities for the effective implementation of the M&E framework;
- Any final reports, meeting documents or communication materials that are produced during the contract period.
- Monthly timesheet.

Reporting and deliverables:

Monthly report and timesheet to be submitted by the 20th of each month at the latest. Reports, meetings documents, and communication materials to be submitted in a timely manner (the schedule will be discussed with supervisor).

Working conditions:
- The assistance will start on 1 October 2015 and last for 10 months, with a possible of renewable yearly contract, depending on funding availability and incumbent's work performance.
- The incumbent will be based in WWF Jakarta office, and working hours shall be the normal working hours of the duty station.
- WWF office will provide space for working and internet connection. The incumbent shall provide his/her own laptop to work.
• The incumbent will travel to some WWF sites during contract period. All travel expenses, including travel insurance, will be covered by WWF and excluded from monthly remuneration.
• This is a consultancy based contract (or non-staff contract).

Competencies and Qualifications:

**Education:** A university degree in the environmental, marine or social sciences from a recognized and reputable university, with intimate knowledge on issues related to coastal conservation, fisheries management and/or social development. Good skills on statistical analysis and/or GIS are an advantage. Advance degree (equivalent to Masters) is preferable.

**Work Experience:** 4-6 years of professional experience in project or program coordination in the field of environment, marine, or social sciences, preferably in, intergovernmental, or non-governmental agencies or research institutes. Intensive experience in carrying out marine related research and publishing publication are an asset. Ability to manage projects are an advantage.

**Languages:** Must have fluency in spoken and written English and Bahasa Indonesia, in particular the ability to draft documents and express views in a clear and concise manner.

All applications with the most recent CV should be addressed to vacancy@wwf.or.id and cc to marinescience.wwf@gmail.com by 8 September 2015 at the latest, and indicate “Marine Conservation Science Assistant” on the subject of the email.

Please note that only short-listed candidates will be contacted and no telephone enquiries will be accepted.