



## MARINE SMART DATABASE ASSISTANT (ID129)

“In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,  
Fauna & Flora Vice-president

# Fauna & Flora

Fauna & Flora saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, Fauna & Flora is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

## Fauna & Flora Indonesia Programme

Fauna & Flora established a formal country programme in Indonesia in 1996 with a Memorandum of Understanding with the Ministry of Forestry. We have since built up an extensive network of partners ranging from forest-edge communities and civil society organizations to government and private business. People are at the center of our conservation initiatives. We are at the forefront of efforts to help communities map their customary forests and gain official recognition of their right to manage these areas. Fauna & Flora's innovative approach has catalyzed change through a number of flagships programmes in Indonesia, including the community ranger initiative which has transformed former combatants, wildlife poachers and loggers into champions of the environment. We are also pioneering sustainable financing mechanisms through Payment for Ecosystem Services initiatives in our project sites.

## Aceh Programme

Since 2000, Fauna & Flora has worked throughout the province of Aceh, working hand in hand with authority to carry out our range of conservation work from species and habitat protection, to community empowerment in terrestrial and marine habitats, and support for policy.

Fauna & Flora works closely with the Natural Resources Conservation Agency (BKSDA) and the provincial government, focuses on the conservation of tigers and elephants, and their habitats, particularly in the Ulu Masen Forest Block. We also work with communities and authorities to mitigate human-wildlife conflicts, through initiatives such as herding elephants using drones, and installing electric shock fences.

As a centre for conservation initiatives, Fauna & Flora works closely with communities including religious leaders and traditional institutions to support conservation through community-based conservation. We bridge communities to develop community-based management of marine and fisheries resources, provide chances and opportunities to lead habitat and species conservation schemes at the local level, participate in scientific data collection and increase the benefits of the existing livelihoods.

Our marine work in Aceh has demonstrated the importance of locally led marine management to reduce threats to coral reefs and threatened reef fish species in the Kepulauan Banyak and Simeulue. We have developed a scalable inclusive co-management model in which decision-making and leadership from a large number of local communities helps achieve Marine Protected Area management goals.

# The Opportunity

We are looking for a Marine SMART Database Assistant who is ready for the next challenge, an exciting challenge that will allow them to lead biodiversity work in the field including surveys, as well as data management of community-based fisheries monitoring results in Marine Protected Areas.

Based in Simeulue, this role also offers the opportunity to study and develop your career in a fun and rewarding environment. In addition, Fauna & Flora offers generous benefits, holiday allowances, and social security (BPJS Kesehatan and BPJS Ketenagakerjaan).

## Terms and Conditions

<b>Start Date</b>	: As soon as possible
<b>Duration of Contract</b>	: Fixed Term Contract of 1 year with possible extension
<b>Salary</b>	: Dependant on skills and experience
<b>Location</b>	: Simeulue
<b>Benefits</b>	: 20 days leave per annum Time off in lieu (TOIL) Social Security Agency (BPJS Health and Employment Religious Holiday Allowance (THR) Compensation
<b>Hours of Work</b>	: Full time working hours are Monday to Friday from 9.00 until 18.00 WIB, with a one-hour lunch break. These hours may vary according to your Line Manager

# Job Description

**Job Title** : Marine SMART Database Assistant

**Reporting to** : Community Based Conservation Officer

**Key Internal Relationships** : Aceh Program Manager, National Marine Manger, Marine Coordinator, Marine Senior Officer, Pulau Banyak MPA Assistant, MPA and Fisheries Officer, Monitoring Evaluation & Learning Officer, Biodiversity Senior Officer, Data Base Officer, and Admin Officer

## Objective:

- Operate SMART Patrol Application for Marine Project in Aceh
- Manage information systems for monitoring and surveillance marine conservation areas, and community-based fisheries data collection in Simeulue.

## Specific Duties:

### 1. Marine SMART Patrol

- Support the management and development of Marine SMART Patrol model data;
- Organise and verify the data recording of community-based monitoring surveillance and fisheries monitoring on a regular basis.
- Input community-based monitoring surveillance data and fisheries data recording into the SMART Patrol software; including regular *cleaning*, *backup* and *query summary*.
- Regularly update community-based monitoring and fisheries data, and infographics into the OneDrive system.
- Give technical assistance to target communities in operating GPS, recorders, cameras, and relevant equipment for surveillance.
- Distribute or provide feedback on community-based surveillance monitoring reports and fisheries data collection to each Panglima Laot.

### 2. Aceh Programme

- Implement and support marine conservation activities and programs under the coordination of the Marine Coordinator
- Carry out cross-cutting activities at the Aceh Office

## Other Duties:

Support the daily operations of the Simeulue Field Office, such as:

- Manage asset usage logbook in Field Office and share data with Admin Officer on a regular basis;
- Assist in paying monthly bills (such as internet, telecommunication, and routine office needs);
- Assist in the provision of logistics such as seminar kits, meeting rooms, hotels, rentals and office supplies.

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in marine science, capture fisheries, natural resource conservation and management, statistics or related discipline.</li><li>• Effective communication skills.</li></ul>	<ul style="list-style-type: none"><li>• Speak in local language(s) is an advantage.</li></ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"><li>• More than 1 Year of proven field work experience in the field of conservation/biodiversity.</li><li>• Familiar working with excel and its analysis tools, infographics and data studio software.</li><li>• Excellent organizational, communication, and interpersonal skills.</li><li>• Excellent time management skills and ability to multi-tasking and prioritize work.</li></ul>	<ul style="list-style-type: none"><li>• Experience in conservation programs and coastal communities in Aceh is an advantage.</li><li>• Experience in ArcGIS, DNR, Map Source and other relevant apps is an advantage.</li><li>• Having a diving license is an advantage.</li></ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"><li>• Persuasive</li><li>• Well organized</li><li>• Honest / Trustworthy</li><li>• Highly motivated</li><li>• Pay attention on detail</li><li>• Collaborative</li><li>• Respect diversity</li><li>• Focus on impact</li><li>• Open minded</li><li>• Cooperative</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• Commitment to FAUNA &amp; FLORA's mission and values</li></ul>	

## Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful
- We get things done

## How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for

this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to [HRIndonesia@fauna-flora.org](mailto:HRIndonesia@fauna-flora.org)

Please mark your application '**Marine SMART Database Assistant\_ID129**'.

The closing date for applications is **24 June 2023**. Candidates selected for interview will be contacted by email or telephone. Please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

## Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Ester Rinandhita, HR & Recruitment Administrator, Fauna & Flora, on Tel: 021-2276-4295 or Email: [ester.rinandhita@fauna-flora.org](mailto:ester.rinandhita@fauna-flora.org)

**Fauna & Flora values diversity and is committed to equality of opportunity**