



JOB DESCRIPTION

Marine Entrepreneurship Specialist

August, 2022

Denpasar

I. JOB IDENTITY

Job Title	:	<i>Marine Entrepreneurship Specialist</i>
Directorate	:	<i>Conservation</i>
Direct Supervisor	:	<i>Head of Marine and Fisheries Program</i>
Direct Supervises	:	-
Indirect Supervises	:	-
Location	:	Denpasar – Bali, with the scope of at the national level

II. PURPOSE OF THE POSITION

Providing support for the development and strengthening of entrepreneurship and livelihoods for coastal communities through strengthening community-based businesses, especially in the fisheries sector and marine ecotourism (eg business engagement, networking, and market promotion), to achieve the objectives of sustainable management and utilization of marine resources.

III. ROLES & RESPONSIBILITIES

Major Functions

The authority that can be decided and exercised by marine entrepreneurship specialist (decisions and suggestions made by the holder of this position) to be decided by the supervisor

- The Authority for planning and implementing community-based group strengthening in the fisheries and ecotourism sectors
- The authority to implement a series of activities based on the Annual Work Plan
- The authority to submit requests for procurement to support the work needed

Work Planning

- Prepare an annual work plan related to the Marine Entrepreneurship Program
- Develop a Theory of Change for a responsible marine business by WWF guidelines and priorities

Implementation

- Develop guidelines and strategic plans for market advocacy and sustainable seafood & marine ecotourism businesses using data from WWF and other sources
- Develop and assist in the implementation of the business plan of the assisted group
- Initiate and strengthen coastal community entrepreneurship institutions for the fisheries business sector and marine ecotourism



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- Increase the capacity of the assisted groups in entrepreneurship (Agency administration and marketing)
- Increasing the selling value of fishery products and marine ecotourism services for assisted groups
- Promotion and marketing of the assisted group's business products
- Monitoring the development of the livelihoods of the assisted groups
- Establish and manage partnerships with related parties, especially in the fisheries sector (government, academics, corporations, NGOs/CSOs, etc.)
- Provide support in efforts to optimize project and program management (Work plans, reporting, etc.)

Report

- Monitor projects and programs on the Marine and Fisheries database regarding compliance with fisheries and marine tourism guidelines and policies as well as methodological aspects, and provide advice if needed
- Make periodic and/or ad hoc reports to document activities related to marine entrepreneurship, success stories, and/or lessons learned, to ensure documentation of inputs for future fisheries and marine tourism activities
- Reporting work results for 1 FY to superiors to be accounted for.
- Make periodic reports to document activities related to fisheries and marine tourism to be reported to superiors.

Administration

- Prepare reports, both periodic reports and at any time requested for all activities or programs related to the area of responsibility.
- Ensure the existence of periodic reports, quantitative and qualitative, referring to the rules and standard report formats.
- Provide quantitative and qualitative monthly and annual work reports based on established formats and guidelines.

Information Management Security System

- Store important hardcopy documents in a safe place that is not easily visible, accessible, and not easily damaged or eroded by natural elements.
- Store important softcopy documents using media that are safe and recommended by IT. This is also not limited to granting access to data/information only to authorized persons and also giving passwords to softcopy files that are critical/confidential.
- Pay attention to the transfer of confidential/critical files, both offline and online. This includes the media used, giving the password to the file to be sent, and where to store it afterward.
- Change the email password periodically to support the security of the email and the data in it.
- Use limited office servers or personal servers to access the internet. Do not use public wi-fi when accessing critical/confidential files. This also includes staff whose laptops/work devices have critical/confidential files.



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IV. REQUIREMENT

- Minimum a S1 – bachelor’s degree in business management and marketing, economy. A Master’s Degree is preferable
- Minimum 3 years experience (or 2 years for master’s degree) in business management and marketing, economics.
- Able to develop a business plan (business plan), promote and marketing of fishery products and tourism services
- Have active English language skills, both oral and written, as well as good public communication skills.
- Highly committed to efforts to manage marine and fisheries resources in a sustainable manner
- Ability to work both independently and in a team and ability to work proactively.

V. COMPETENCIES

- Coordination skills: this position requires coordination skills to manage and manage many people and jobs at the same time.
- Detail: This position requires the ability to do a job in detail because you have to analyze the reports that have been made
- *Microsoft Office*: each task of making a report will be done using Microsoft Excel, not manual calculations. Of course, here individuals are required to be able to master various Microsoft Excel formulas that are commonly used in finance.
- Communication Skills: Excellent oral and written communication skills. Fluency in English is very important.
- Analyzing Skills: Think analytically, use logic and reasoning in identifying weaknesses as well as strengths to alternative solutions, as well as approaches to problems being handled.
- Integrity: maintain to increase public trust by fulfilling its professional responsibilities through high integration.
- Good Interpersonal Skill: Able to work together, and establish good relations with fellow staff and also superiors in the organization.

<i>Required Mindset:</i>	<ul style="list-style-type: none"> • Passion for nature conservation and sustainable development, coupled with a belief in WWF’s Mission • Personal drive and dynamism to think practically, critically, and to work independently and remotely • High standards of integrity • Careful and conscientious personality
<i>Required Skill Set:</i>	<ul style="list-style-type: none"> • Development and implementation of business plans for the fisheries sector and tourism services • Community-based entrepreneurship development • Promotion and marketing of fisheries business and tourism services • Have the ability to make reports, etc.



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	<ul style="list-style-type: none"> • Have active English language skills, both oral and written, as well as good public communication skills. • Communication Skill
<i>Desirable skill set:</i>	<ul style="list-style-type: none"> • Responsible, honest, thorough • Can work in a team • Proficient in computer operation • Have a friendly, polite, and virtuous personality
<i>Required behavioral skills</i>	<ul style="list-style-type: none"> • Trustworthy, assertive, courageous, and tenacious. • Passion for conservation and WWF's mandate • Demonstrate WWF behavior in the way it works: Striving for Impact, Listening Deeply, Collaborating Openly, Innovating Fearlessly • Adherence to WWF values, namely: Integrity, Respect, Collaboration, and Courage.

VI. VALUE IMPLEMENTATION

<i>Courage</i>	<ul style="list-style-type: none"> • Able to adapt to dynamic situations and conditions in the work environment, as well as when working in challenging situations. • Demonstrate a high enthusiasm in carrying out their work and determination to achieve work targets. • Mobilize all available resources and efforts to achieve the work target or provide the expected impact significantly • Dare to adopt a new way and are willing to take risks to produce solutions that have an impact on the work unit or the organization
<i>Integrity</i>	<ul style="list-style-type: none"> • Responsible and reliable to complete the work process from start to finish. • Completing work with discipline and based on SOP/policy/business processes that apply in the organization. • Communicate openly and honestly (as is) about the work process/results to team members or other co-workers • Practicing work processes based on reliable sources of information and insights
<i>Respect</i>	<ul style="list-style-type: none"> • Considering various aspects, including the risks and benefits of the job for the decisions to be taken. • Able to adapt and align oneself to the prevailing system/rules/values in WWF Indonesia. • Involve choices from various information/knowledge bases to provide the best solution. • Able to listen deeply and understand various perspectives so that they can distinguish between facts and opinions.



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Collaboration

- Regularly communicate openly to co-workers/team members regarding work progress and actively provide updates if the information is related to work or colleagues.
- Actively involved and participates in the work that requires coordination and cooperation with colleagues/team members/stakeholders.
- Able to accept and understand suggestions or criticism directed at him and willing to change according to the suggestions submitted.
- Work across borders (disciplines/areas of expertise, institutional, functions) with various parties regardless of differences in interests

At Yayasan WWF Indonesia we are committed to creating an inclusive working environment, where diversity is valued and there is equality of opportunity. We, therefore, welcome applications from all sections of the community, and we offer a range of benefits to encourage a work life balance.