

## *Terms of Reference*

### **Interim Regional Secretariat**

#### **Arafura and Timor Seas Ecosystem Action (ATSEA)**

Reference	:	VA-2026-02
Title	:	Marine Conservation Officer
Reports to	:	Interim Executive Director of ATSEA
Duty station	:	ATSEA Regional Secretariat, Bali
Position type	:	Full-time (Indonesian national)
Duration	:	Fixed-term of one-year contract, renewable annually, subject to performance review and budget availability

### **1. Background**

The Arafura and Timor Seas Ecosystem Action (ATSEA) Programme is a long-term regional initiative that brings together the governments of Australia, Indonesia, Papua New Guinea, and Timor-Leste to promote the sustainable management of shared marine and coastal resources in the Arafura and Timor Seas (ATS). Guided by the Strategic Action Programme (SAP) 2024–2033, ATSEA promotes regional cooperation to address transboundary challenges, including marine plastic pollution and ghost gear, oil spill risks, illegal, unreported and unregulated (IUU) fishing, and the degradation of critical habitats and populations of endangered species.

Since its beginnings in 2003 and through two project phases (ATSEA-1 and ATSEA-2), the ATSEA Program has evolved into a regional coordination mechanism endorsed by ATS countries under the 2024 Sydney Declaration. Today, the ATSEA Program strengthens ocean governance, advances ecosystem-based management, and supports inclusive policies that secure biodiversity, fisheries, and livelihoods for millions of coastal people across the ATS region.

As the program portfolios expand, there is a growing need for additional technical support to ensure the effective and efficient implementation of a wide range of conservation activities in Indonesia and the ATS region. This support is essential for managing the increasing complexity of technical and logistical arrangements required for the successful implementation of the Dugong and Seagrass Conservation Project in particular, as well as the ATSEA SAP more broadly. The Marine Conservation Officer will also need to establish and maintain coordination with national and local stakeholders to ensure smooth program delivery.

### **2. Duties and Responsibilities**

Implementation of Dugong and Seagrass Conservation Project in Rote Ndao:

1. Coordinate the organisation and implementation of the comprehensive dugong and seagrass habitat survey, and genetic analyses to assess dugong population connectivity across the ATS, ensuring smooth collaboration between researchers and experts.
2. Coordinate with the MMAF, BKKPN Kupang, Nusa Cendana University, and BRIN team for ongoing monitoring of dugong and seagrass populations, ensuring timely data collection, producing spatial and other data analysis and maps, reporting and dissemination.

3. Coordinate stakeholder engagement and outreach on dugong and seagrass conservation, development and dissemination of communication materials for local, national, and regional audiences.
4. Organise and facilitate capacity building and training on dugong and seagrass conservation in close collaboration with key partners.
5. Develop and promote policy briefs that highlight the ecological and socio-economic importance of dugongs and seagrass habitats by highlighting project achievements, e.g. contribution to the Indonesian Dugong NPOA.
6. Prepare and submit regular progress reports and documentation on project activities, financial status, and outcomes.

Support implementation of ATSEA SAP:

1. Provide technical support in data collection, analysis, and quality control, as well as spatial analysis in relation to the implementation of various projects under the ATSEA Program
2. Support the organisation and coordination of workshops, trainings, technical meetings, and any other meetings with counterparts, including government, donors, private sector, NGOs, and other stakeholders
3. Support maintaining the ATSEA website, interactive map, and data inventory.

### 3. Competencies

Education:	Master's degree in marine science, environmental management, natural resources management, sustainable development, or related discipline.
Experience:	At least 5 years of professional experience in the area of sustainable development, or environment-related projects.
Languages:	Fluency in English and Bahasa Indonesia with effective written communication skills.
IT Skills	Proficiency in the use of various software applications (MS Word, MS Excel, MS PowerPoint, MS Project, and GIS software) is required. Adequate knowledge and practical experience with web-based management systems, along with a strong GIS background, are desirable.
Other Desirable Skills:	Self-motivated and independent, with a strong sense of responsibility; able to think logically, work accurately with attention to detail, and can collaborate effectively with team members, partners and stakeholders.

### 4. Submission of Application

Applicants are requested to submit a motivation letter and curriculum vitae (no more than 4 pages) via email to [recruitment@pemsea.org](mailto:recruitment@pemsea.org), with a copy to [infoatsea@pemsea.org](mailto:infoatsea@pemsea.org). The email subject should be: Application for VA-2026-02\_Your Name.

Deadline for applications will be on **27 January 2026**.

Only those candidates who are shortlisted will be notified. For more information on ATSEA, please visit [www.atsea-program.com](http://www.atsea-program.com) and [www.pemsea.org](http://www.pemsea.org).