



JTP (MALAYSIA) SDN BHD
Kg Juara, Pulau Tioman, 26800 Rompin
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Jalan Abu Bakar, Mersing, 86800 Johor
Phone: 09 – 419 3244 **Mobile:** 011 – 2900 2187
Website: www.juaraturtleproject.com
E-mail: contact@juaraturtleproject.com

Job Description:

Position: Sea Turtle Program Officer

Location:

Juara Turtle Project, Kampung Juara, Pulau Tioman, Pahang, Malaysia

Key Task/Responsibilities

- Organising Beach Patrols
- Managing the hatchery
- Managing collection and recording of data for:
 - Nesting mother turtles
 - Nests/eggs relocated
 - Hatchlings released
 - Turtle sightings and photographic records of individuals
- Designing and implementing studies/surveys to collect new data to help improve the program
- Communicate with other organisations/experienced parties who could provide useful information.
- Be a point of contact for Department of Fisheries (the governing body under which we operate) sharing information as and when required.
- Help train new staff and volunteers how to carry out turtle based activities
- Be a point of contact for volunteers in case of problem of emergency
- Managing communication with volunteers via E-mail
- Managing volunteer bookings calendar
- Designing and implementing activities to help improve the volunteer program
- Deliver orientation to new volunteers
- Help train volunteers how to carry out their tasks & activities JTP
- Supervise volunteer activities and ensure they are carried out safely

General Tasks/Responsibilities (All staff)

- Assist with the range of tasks and activities being carried out as part of the daily running of the project; cleaning, recycling, construction, interacting with local people or tourists etc.
- Support of other program leaders. Eg Coral Rehabilitation, to help them achieve their goals when additional labour or expertise is required.
- Assist the project manager in the application for grants
- Be a point of contact for volunteers both professionally and socially
- Lead volunteers in activities both practical and educational
- Assist in the running of school programs and activities
- Take part in daily/nightly beach patrols
- Relocate eggs and record data

General Requirements

Experience

- Must have previous experience working in, if not managing a turtle hatchery
- Must have a good knowledge and understanding of sea turtle conservation, coral reef ecology and marine life.
- Preferred prior experience in a volunteer project environment
- Preferred prior experience in working with school children

Skills

- Must be fluent in written and spoken English
- Preferred fluency in written and spoken Malay
- Strong organisational skills: able to plan work for self & others with clear instructions and focused outputs.
- Good communication skills (both written and verbal): able to provide information to a range of audiences.
- Must be a strong swimmer, comfortable with ocean conditions
- Must be able to use computer software to generate: reports, spreadsheets and power point presentations

Behavioural/Personal Qualities

- Must be able to work independently as well as part of a team.
- A problem solver able to balance needs within the constraints of the project's resources, labour force and/or funding.
- Able to be flexible and re-prioritise workload in response to changes in the project's needs
- Must have an engaging attitude, able to build relationships with diverse groups of people
- Strong commitment to conservation and passion for the natural world

Preferred Qualifications/training

- Bachelor's Degree in a related educational field
- Training in sea turtle rescue/care/rehabilitation
- Certified SCUBA diver with at least 40 dives (strongly preferred)
- Life guard training
- Emergency First Aid training or Emergency First Responder
- Experience in operating/maintaining small boats and outboard engines
- Good practical skills eg mechanic or construction

If you feel you're the right person to be part of our passionate and dynamic team of conservationists, please send through a copy of your C.V. and a cover letter to us at: Contact@juaraturtleproject.com

For More information about the project check out our website and social media pages:

Website: www.Juaraturtleproject.com

Facebook: [Juaraturtleproject.tioman](https://www.facebook.com/Juaraturtleproject.tioman)

Instagram: [Juaraturtleproject](https://www.instagram.com/Juaraturtleproject)