



**JTP (MALAYSIA) SDN BHD**  
Kg Juara, Pulau Tioman, 26800 Rompin  
**Office Address:** No.11, Plaza RNR  
Jalan Abu Bakar, Mersing, 86800 Johor  
**Phone:** 09 – 419 3244 **Mobile:** 011 – 2900 2187  
**Website:** [www.juaraturtleproject.com](http://www.juaraturtleproject.com)  
**E-mail:** [contact@juaraturtleproject.com](mailto:contact@juaraturtleproject.com)

## **Job Description:**

**Position:** Sea Turtle Program Officer

**Start Date:** February 2022

**Duration:** 12 Month Contract inclusive of 3 Month Probation\*

\*probation period will be unpaid

**Salary:** RM 1500 + Food & Accommodation at project site

### **Days Off/Leave:**

High Season (February-October) - 4 days off/month

Low Season (November-January) - 8 days off/month

Annual Leave - 14 days

Emergency/Medical Leave - 14 days (not to be combined with days off)

### **Key Task/Responsibilities**

- Organising Beach Patrols
- Managing the hatchery location
- 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

### **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 an 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](mailto:Contact@juaraturtleproject.com)

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

Website: [www.Juaraturtleproject.com](http://www.Juaraturtleproject.com)

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

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