



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
Email: contact@juaraturtleproject.com

Job Description

Position:

General Manager

Location:

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

Key Task/Responsibilities

- Oversee and assist in the daily operation of the Turtle program, Coral Rehabilitation program and the Waste Management program
- Manage/allocate JTP funds, keep company records and deal with accountants to submit end of year reports
- Work with and report to Department of Fisheries for all relevant activities and data
- Work with local community to organise outreach programs to promote JTP and provide education to locals, students and tourists
- Communicate with partner organisations and schools about donations
- Apply for grant funding and keep track of KPI's to make sure JTP meets targets
- Plan and assist in organising/facilitating group programmes and activities
- Work to ensure all activity and research SOPs are up to date and followed, as well as all relevant data is collected, stored and shared with appropriate organisations.
- Be a point of contact for Department of Fisheries sharing information as and when required
- Oversee JTP social media accounts
- Manage and be a point of contact for local staff
- Oversee maintenance of project site and assets (motorbikes/boats)
- Regularly communicating with JTP team members to coordinate volunteer & group programmes
- Ensuring high standard of safety for all volunteer and staff activities
- Maintaining high level of professionalism as a representative of JTP

General Requirements

Experience

- Must have previous experience working in/ managing a conservation project
- 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
- 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)