



**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:** Outreach/Education Officer

**Start Date:** February 2021

**Duration:** 3 Month Probation\* + 12 Month Contract

\*probation period will be unpaid

**Salary:** RM 2000 + Food & Accommodation at project site

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

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

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

Annual Leave - 14 days

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

### **Key Tasks/Responsibilities**

- Designing and implementing new programs to improve the project's outreach in the local community
- Leading educational sessions and activities with local school children
- Be involved with the planning and running of educational sessions with visiting children from international schools
- Communicate with other organisations/experienced parties who could provide useful information.
- Work on plans for the future development of a community centre program
- Be a positive point of contact for local people

### **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
- Support of other program leaders. Eg Coral Rehabilitation, to help them achieve their goals when additional man power or expertise is required.

- Assist the project manager in the application for grants to help fund your program
- 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
- Report to Project manager once a week on progress/problems being faced by your program

## **General Requirements**

### **Experience**

- Must have previous experience working in education
- Must have prior experience in working with small communities
- Preferred prior knowledge and understanding of sea turtle conservation, coral reef ecology and marine life
- Preferred prior experience in a volunteer project environment

### **Skills**

- Must be fluent in written and spoken English
- Must be fluent 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.
- 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, manpower 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

This is a great opportunity to get involved with a small but rapidly growing organisation. This means that your work has a real impact on the success of the project. You will also be a part of the core management team and able to really contribute to shaping the future of the project.

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)