

JOB DESCRIPTION

Designation:	Conservation Officer (Island Community)
Staff Category:	E
Division :	Conservation Division
Location of Work:	MNS HQ
Immediate Supervisor:	Head of Conservation
Immediate Subordinates:	N/A
Revised:	April 2023



Purpose of Job

The overall purpose of this position is to assist, facilitate, interpret and coordinate the marine conservation and social community projects of the Society from time to time.

The incumbent also contributes to the efficient day to day operations of the Conservation and Environmental Education Division, and shall assist with the task of interpretation of conservation materials and information for the Society.

The incumbent will also assist in Geographical Information System (GIS) relating to topography maps and work as a team member in achieving the Society' goals and external partners/ funders.

Supervisory Duties – NIL

Operative Duties

The incumbent is required to perform a range of duties including but not limited to:-

1. Responsible to execute marine project activities as assigned by the supervisor, (i.e. Implementation of marine/ seascape conservation programmes/ projects/ action plans with a focus on nature, local community and environmental conservation related.
2. Responsible to assist in coordination of conservation events and activities carried out under the conservation programmes.
3. Responsible to assist with preparation of technical report and assist with preparation of project proposal/ updates as and when/ if required.

4. Develop and maintain cordial communication with relevant government agencies, local communities, researchers, trainers and other stakeholders.
5. As and when required to assist with relevant fieldwork, monitoring of biodiversity, seascape and species surveys.
6. Undertaking any other tasks/duties as may be reasonably required.

The incumbent is also expected to take part and work with sincerity in all undertakings of MNS, although the focus of that particular activity or programme might not be within the area of his/her job description.

Job Responsibilities

He/ She is also required to demonstrate competence in the following areas:-

a) Relationships: Maintain positive working relationships with immediate supervisor i.e. **Head of Conservation Division** to whom you will be reporting to and with other colleagues.

In the absence of your Immediate Supervisor, you should consult the **Executive Director** with regards to all tasks and duties.

b) Communication: Excellent oral and written communication skills in both Bahasa Malaysia and English. Conversational skills in Mandarin and other Chinese dialects are required.

c) Teamwork: Ability to work as part of the team is essential. Must always act in professional manner i.e. pleasant, diplomatic, ability to deal politely and effectively with all level of colleagues and external stakeholders.

d) Initiatives: Ability to work on own initiatives when necessary and especially on behalf of the **Head of Conservation** in carrying out specific duties. Initiatives also required to be demonstrated relevant to the area of designated responsibilities in the event of emergencies or when urgent attention is required particularly when the **Head of Conservation** is away from the office and not available for advice.

e) Organization: Excellent time management skills; attention to detail; and ability to deal with multiple priorities and deadlines.

f) Knowledge: Posses sufficient knowledge and expertise in the designated area of responsibility in order to delivered all assigned tasks and duties successful. A good level of IT/ computer skills and a working of email, internet and MS Office is also required.

g) Creativity: Ability to troubleshoot and improvise urgent issues when needed.

Authority, Confidential and Resources

1. There is a budget authorisation for this position.

2. Privileged access to confidential data and information (both technical and financial information) which should not be divulged to others without the prior written consent of the **Head of Conservation** or until such time as such knowledge and information otherwise becomes generally available to the public through no fault of the incumbent.

The incumbent will also agree at all times during his/her term of employment with MNS and thereafter, to hold in strictest confidence and not to use, except for the benefit of the Society any confidential information of MNS.

Reviewed and signed by:

Executive Director

Name : I.S. Shanmugaraj Subramaniam

Date:

Island Community Conservation Officer

Name :

Date: