

JOB DESCRIPTION

Designation :	Senior Park & Cave Warden Officer
Staff Category:	D
Department :	Environmental Education Division
Location of Work:	Kuala Selangor Nature Park
Immediate Supervisor:	Head of Environmental Education
Immediate Subordinates:	Park Officer, Programme officer, Gardeners and Cleaners
Formulated:	1st Dec 2012
Revised:	11th April 2023



Purpose of Job

The overall purpose of this position is to develop, coordinate and manage park properties and activities with school groups, interest groups/general public, government agencies, organizations and corporates.

In addition, the incumbent is expected to supervise all the other park's staff work and achieve MNS mission to promote the conservation of natural heritage via awareness and education.

The incumbent is also responsible to ensure the park is operated efficiently on daily basis .

On top of that, the incumbent will be expected to assist the Head of Division in managing the park's budget i.e. provide the necessary support required to ensure income projected materialised and the spending of your park is as per the budget submitted.

He/she will also be expected to act as the cave warden for MNS. He/ She will be the lead person to carry out educational tours to visitors in Dark Cave and provide briefing on cave and karst conservation including the cave's history, ecosystem and geology.

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

1. Supervises, maintains and develops parks; oversees the work of contractors and vendors; establishes the goals and objectives of the park with the aim of providing the best recreational experience to the public while conserving the natural resources; represents the park both on-site and off-site; manages budgetary expenses and give instructions on the procurement of equipment and materials; oversees operations

that produce revenues to ensure appropriate and exact accounting of receipts; supervises park visitors and projects; submits reports to relevant agencies, and responsible to implement the management plan of the park to ensure that the natural and historical resources of the park are well protected.

Operative Duties

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

1. Responsible to manage park facilities.
2. Responsible to manage and supervise park officers, programme officer's, park admin, park supervisor, gardener's, housekeeping staff, security guard and volunteers.
3. Direct, manage and supervise all development of programmes conducted at the park.
4. Identifies resources needed and assigns individual responsibilities when conducted programmes .
5. Assist with defining project scope, goals and deliverable that support Society's goals in collaboration with the management and stakeholders.
6. Liaise with project stakeholders on an ongoing basis.
7. Responsible to create or develop new programme module.
8. Responsible to manage the daily sales income and ensure proper accounting procedures are followed i.e. verification of daily sales account and bank in the money accordingly, etc.
9. Monitoring park staff attendance inclusive of leave and sick leave requests .
10. Responsible for the petty cash of the Park .
11. Monitoring the park boundaries.
12. As and when required, assist the conservation staff assigned to KSNP with conservation related tasks.
13. Monitoring the park research and conservation work.
14. Submit the Park's monthly report and the Park's monthly account to HQ.
15. Draft budget proposals and recommend subsequent budget changes where necessary.
16. Identify and resolve issues and conflicts during the day-to-day work or programme.
17. Plan and schedule project time lines and milestones using appropriate tools.
18. Track project milestones and deliverable.
19. Develop and deliver progress reports, proposals, requirements documentation and presentations to relevant stakeholders.
20. Working closely with government agencies and give positive ideas for local planning or development.
21. Develop best practices and tools for project execution and management.
22. Complete other duties and activities as required.
23. Streamlining any processes for the public and government agencies
24. Undertaking any other tasks/duties as may be reasonably required.

The incumbent is also expected to take part and work sincerely in the general activities of MNS, although the focus of that particular activity might not be within the area of this job description.

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

a)Relationships: Maintain positive working relationships with immediate supervisor 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.

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 Environmental Education** 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 Environmental Education** 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.

Job Specification or Experience

1. **Three** to **four** years working experience in related field.

1. Candidate with at least a diploma/degree in Park Management or degree/postgraduate/ professional qualification in Natural Science, Social studies, Education, Management or related field is preferred. any other is preferred.

2. Fluent in both written & oral communication in Bahasa Malaysia and English.

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 Environmental Education** or until such time as such knowledge and information otherwise becomes generally available to the public through no fault of the incumbent.
3. 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

Date:

Senior Park & Cave Warden Officer

Name :

Date: