

## JOB DESCRIPTION

Designation : **Programme Development Officer :  
School Nature Club ( KPA)**

Staff Category: **E**

Unit : **Membership & Services Unit**

Location of Work: **MNS HQ**

Immediate Supervisor: **Head of Membership & Services**

Immediate Subordinates: **N/A**

Formulated: **5<sup>th</sup> December 2012**

Revised: **31<sup>st</sup> Dec 2024**



The overall purpose of this position for providing leadership in the planning, developing and coordinating all aspects of management and evaluation of the Malaysian Nature Society's, Kelab Pencinta Alam ( KPA) Initiative.

**Supervisory Duties** – N/A

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

1. Manage the Kelab Pencinta Alam Initiative by;
  - Coordinate KPA activities among schools nationwide and within other division in MNS
  - Responsible to develop proposals, work closely with manager to lobby for funds through grants or sponsorship to financially sustain KPA.
  - Actively seek funding by developing proposals and applying grants. Engage and maintain good relationship with funders.
  - Regularly communicating with the Environmental Education (EE) Division for continuous content development
  - Being the gatekeeper to all school initiatives in MNS
2. Responsible to retain KPAs annually by actively promoting membership throughout schools nationwide.
3. Responsible to support MNS Branches' Education Coordinators, teachers to KPA and other related school coordination, including sending progress report to the Education Ministry Offices in timely manner
4. Accountable for maintaining records of program progress and additional reports; and will ensure program budgets are managed and utilized within program specifications and will

be accountable for all ongoing budget expenditures and reporting; and perform other related duties.

5. Ensure to service KPA members accordingly by;
  - Constantly upgrade teaching tools by communicating with EE division for content support
  - Ensure maintenance of KPA social media sites
  - Ensure smooth and regular communication with all KPA teachers directly or through KPA state coordinators
  - Communicate with EE division to ensure schools receive the Tapir Bulletin and any other publications in a timely manner
  - Assist to develop EE modules that can be used for TOT Programs, Camps, publications for KPA and EE Division
  
6. Assist in promoting MNS services and projects to media, funders and within MNS networks as well as support the other components of the Unit as & when required.
  
7. Responsible for ensuring that tasks related to KPA Membership Maintenance are carried out as per the KPA Standard Operating Procedure as indicated below :-
  - Receiving KPA renewal from schools yearly
  - Sending reminder letter for renewing KPA membership yearly
  - Processing KPA membership
  - Receiving payment from school, hand over to Finance Unit for issuance of official receipt.
  - Preparing renewal pack with cover letter, KPA school membership certificate, official payment receipt, Tapir bulletin and relevant MNS publications (such as Nature by Heart, etc.)
  - Log in the registration/membership into KPA Database.
  
8. Responsible for the day to day management and maintenance of KPA
  - Updating KPA database
  - Preparing application letter to Ministry of Education and State Departments as & when required.
  - In charge of the stock and inventory for KPA merchandise (T-shirt, magnet book mark) and publications (Nature by Heart and Tapir Bulletin)
  - Managing KPA equipment and assets (blindfold, water test, binoculars, bird book, electrical appliances, items for sale, certificate etc.) and ensuring all assets are in good condition.
  
9. Coordinate and engage with the KPA State Coordinators regularly by;
  - Organizing meeting/workshop for Education Coordinator at least once a year
  - Preparing appointment or renewal letter for states coordinator for submission to Ministry of Education.
  - Provide Education Coordinator with updated database according to their respective states
  - Discuss the annual planning at HQ level and state level

10. Working closely with EE Division to organise camps/programs and activities for School Nature Club Members in accordance to KPA/EE Program SOP (refer to attachment)

Other duties;

- Attending seminars/workshop related with Environmental Education and Malaysian School Co-curricular matters.
- Attending relevant meetings with related agencies
- Assisting other project/centres in their program as instructed by supervisor
- 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 **Head of Membership & Services** 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 Head of Membership & Services 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.

**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 Membership & Services** 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:

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**Executive Director**

Name : **I.S. Shanmugaraj Subramaniam**

Date:

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**Programme Development Officer**

(School Nature Club, KPA)

**Name :**

Date: