

JOB DESCRIPTION

Designation :	Wildlife Conservation Officer
Staff Category:	E
Division :	Conservation
Location of Work:	MNS HQ
Immediate Supervisor:	Head of Conservation
Immediate Subordinates:	N/A
Formulated:	December 2020
Revised:	



Purpose of Job

The overall purpose of this position is to assist, facilitate and coordinate the wildlife conservation projects of the Society.

The incumbent also contributes to the efficient day to day operations of the Conservation Division.

Supervisory Duties – NIL

Operative Duties

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

1. Responsible to execute wildlife project activities as assigned by the supervisor, (i.e. Implementation of small mammals/ wetlands conservation programmes/ projects/ action plans with a focus on Otter species conservation.
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 required .
4. Develop and maintain linkages with relevant government agencies, local communities, researchers, trainers and other stakeholders

5. As and when required to assist with relevant fieldwork, monitoring of biodiversity and species surveys
6. 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 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.

Job Specification or Experience

- a) 1 or more years working experience in related field is preferred.
- b) Candidate with at least a degree in biological/ environmental sciences is preferred.
- c) 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 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:

Wildlife Conservation Officer

Name :

Date: