

## Job Description:

# PERHENTIAN TURTLE PROJECT MANAGER

Fuze Ecoteer Outdoor Adventures, Malaysia (1007598-D)



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### **The Role**

As the Perhentian Turtle Project Manager you will take on the reins of our Turtle project in its seventh year. The focus of year 7 will be to develop the involvement of the local stakeholders as much as possible – boatmen, resorts, dive centres, villagers and tourists. You will be seen as the face of the turtle project and this should be considered at all times. When representing Fuze Ecoteer you should display a professional standard whilst remaining open and accessible to the community in which we operate.

You will be responsible along with your team to implement an effective nightly turtle patrol and turtle photo ID research project. You will be expected to liaise with the relevant government departments and higher education institutions. You and your team will also be expected to regularly liaise with ALL stakeholders in the islands on behalf of Fuze Ecoteer in regards to sea turtles.

As Project Manager you are expected to hire and train an adequate team; host regular meetings with your team; ensure the programme is run effectively with an up-to-date Management Plan as well as risk assessment; and that you and the team follow the health and safety standards for the project.

Please visit - [www.perhentianturtleproject.org](http://www.perhentianturtleproject.org)

### **Key Duties**

#### ***Management***

- You will continue and update the management plan to direct the activities of the project.
- The Management Plan will help direct all staff to see where YOU want the project to go and thus they will be able to offer assistance in their field of expertise.
- Interview and hire adequate staff depending on the projected needs of the project.
- Monthly face-to-face meetings with your team.
- Train your team in all aspects of the project adequately.
- Write weekly work schedules and deadlines for your interns and volunteers, as well as ensuring the success of delivering the project.

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- Ensure the risk assessment is up-to-date and that your team leader adheres to all safety protocols.
  - Undertake monthly health and safety assessments of accommodation and planned activities and discuss improvements.

### ***Financial***

- Allocate sufficient budget to your team each month whilst trying to reduce spending where possible.
- Conduct daily bookkeeping and budgeting of the onsite project.
- Identify areas where money saving could occur, for example reduced boat fees by not including staff in boat costs.
- Seek additional sources of funding for the project e.g. grants and corporation funding.

### ***Project Development***

- In year 7, the focus of the project is to develop relationships with the greater community of the Perhentian Islands i.e. continue existing good relations and develop new ones with resorts to expand a well planned awareness campaign to promote turtle conservation amongst all stakeholders.
- Participate in the Eco-Snorkel Guide training including the turtle facial ID to involve and train the local boatmen in the project's conservation efforts. Involving the villagers and resorts is important for the success of the project.
- Think of possible larger project developments (for example seagrass mapping and consequential rehabilitation and pollution mitigation in subsequent years) to be discussed with the project's advisor and director.

### ***Collaboration with Other Stakeholders (NGOs, government agencies, schools, universities, operators, etc)***

- Organise and/or attend meetings, workshops, dialogue sessions, etc, with other stakeholders to discuss any issues at Perhentian Islands and the possibility of a collaboration to work towards a sustainable island.
- Be the liaison person between all the stakeholders.
- Conduct surveys or interviews as required.

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- Oversee/manage the development and improvement of more vigorous conservation awareness (e.g. via information stands or awareness talks) among stakeholders

### ***Turtle Project House***

Manage the following:

- Ensure daily upkeep and cleanliness of the house.
- Weekly thorough clean of the house – including linen on the islands.
- Cook meals in rotation with staff and volunteers

### ***Research***

Photo Identification:

- To lead the Photo ID research training for the team and stakeholders
- Ensure the team is updating the photo database accurately.
- Write an annual report of the findings of the research
- Seek to publish work as a result of the photo ID research
- Liaise with local and international research institutions with regards to the research and photo ID software.
- Liaise with potential undergraduates and postgraduate researchers for them to conduct research for their dissertations with you.

Nesting Population:

- To lead and train the team on night patrol on nesting beach
- Work with the Department of Fisheries in data collection – eggs count, photo ID on nesting beaches, hatching success rate, etc.

### **Personal Specifications**

- Fluent in written and spoken Bahasa Malaysia and English.
- Likes being a leader and takes ownership of their work.
- Excellent communication skills and confident public speaker.
- High level of organization and ability to meet deadlines.
- Knowledge of the work of Fuze Ecoteer, sea turtle and marine conservation in Malaysia.
- Knowledge of traditional Malaysian culture.
- Competent in using Microsoft Office.

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- A flexible, sensitive and adaptive approach.
  - Must be comfortable in accessing assistance for a demanding role.
  - Experience of working within a community and with stakeholder.
  - Comfortable around children.
  - A confident swimmer

### **Benefits**

- RM1,800 per month plus EPF, Socso, EIS
- All food and accommodation expenses whilst in Perhentian
- All work related costs
- Internet at office houses
- Training Rm500 per year.
- November 2021 to January 2022 - Part time wages of RM800 per month due to impact of covid-19 - In monsoon will help with admin, social media, emails and sales for Precious Plastic items.

### **Dates**

- Application deadline 31st July 2021
- Start Date 1st September 2021 for 8 weeks training in Perhentian Islands.

### **How to Apply**

- Please send your CV and cover letter to [Adventure@fuze-ecoteer.com](mailto:Adventure@fuze-ecoteer.com), we will reply to confirm your application has been received.