



The Sabah Wildlife Department, through the Sabah Forestry Department, and with the support from the Delegation of the European Union to Malaysia (EU) for the Tackling Climate Change through Sustainable Forest Management and Community Development Programme, is seeking suitably qualified Malaysians, preferably Sabahans, to fill up the following posts:

1. Project Manager

- A minimum of 10 years of experience in developing and implement livelihood strategy, community reforestation, carbon monitoring, corridor re-establishment and biodiversity monitoring planning and management related fields;
- University Master degree in conservation biology or environmental management, forestry, natural resource management or other relevant subject;
- Good leadership, communication and reporting skills;
- Computer proficiency in MS Office.
- Good communication skills.
- Excellent writing skills, as well as strong analytical aptitude, communication and presentation skills.
- Ability to work under pressure to meet deadlines in a fast paced environment.

2. Field Officer Officer (Enforcement Programme)

- A minimum of 5 years of experience in developing and implement ecological corridor re-establishment and protection planning and management related fields;
- University degree in conservation biology or environmental management, forestry, natural resource management or other relevant subject;
- Computer proficiency in MS Office.
- Good communication skills.
- Excellent writing skills, communication and presentation skills.
- Ability to work under pressure to meet deadlines in a fast paced environment.

3. Field Officer Officer (Monitoring System Programme)

- A minimum of 5 years of experience in developing and implementing spatial mapping and biodiversity monitoring planning and management related fields;
- University degree in conservation biology or environmental management, forestry, natural resource management or other relevant subject;
- Computer proficiency in MS Office.
- Good communication skills.
- Excellent writing skills, communication and presentation skills.
- Ability to work under pressure to meet deadlines.

4. Community Engagement Officer

- A minimum of 5 years of experience in developing and implementing community livelihood strategy capacity building management related fields;
- University degree/Diploma in social or human resource management or other relevant subject;
- Computer proficiency in MS Office.
- Good communication skills.
- Excellent writing skills, communication and presentation skills.
- Ability to work under pressure to meet deadlines in a fast paced environment.

5. Administrative and Accounts Clerk

- A minimum of 4 years of relevant working experience in accounting and/or administration.
- Must possess at least LCCI or equivalent.
- Handle full set of accounts, including generating financial reports, processing invoices, inventory report, and maintenance of fixed assets register.
- Update and maintenance of records.
- Assist in daily administrative functions.
- Computer literacy.
- Ability to work under pressure to meet deadlines in a fast paced environment. □

6. Office Admin Assistant

- A minimum of 3 years of relevant working experience in accounting and/or administration.
- Candidate should possess at least a SPM with suitable certificate in accounting from acceptable local institution.
- Very good in publication, media preparation and meeting minutes preparation
- Update and maintenance of records.
- Assist in daily administrative functions.
- Computer literacy.
- Ability to work under pressure to meet deadlines in a fast paced environment.

7. Field Supervisors /Community Facilitators (2 persons)

- Candidate should possess at least a SPM, with an acceptable certificate in forestry or agriculture from local institution,
- A minimum of 5 years of experience in forestry and/or agriculture;
- Able to conduct effective field planning, implementation, management and control to ensure achievement of the project's results and outputs.
- Able to work in harsh field condition.
- Good computer literacy particularly in MS Office.
- Healthy and able to work with minimum supervision.
- Ability to communicate in local language and having a valid motorcycle driving license are advantageous.

8. Boatman (2)

- Candidate should possess at least a PMR
- A minimum of 5 years of experience in driving in rough terrain.
- Healthy and able to drive long journeys.
- Possess mechanical skills and knowledge in vehicle maintenance.
- Able to assist on the daily maintenance of the project office.
- Able to work with minimum supervision.

Kindly please submit your resume along with SPA.1 Form by or before **25th March 2014 to this address:**

Deputy Director, Sabah Wildlife Department, 5th Floor, Wisma MUIS, Block B, 88100 Kota Kinabalu. Tel: 088-215353

To get the SPA.1 form, please email to eamleo@gmail.com. Only shortlisted

candidates will be called for an interview.