



VACANCY

Position: Project Officer

Location: Kota Kinabalu, Sabah

Contract Period: November 2024 – September 2026

Danau Girang Field Centre invites applications from suitably qualified Malaysians for the position of Project Officer, to be based in Kota Kinabalu, Sabah.

This position will support the Project Coordinator in the day-to-day running of the project's administrative functions related to the management of project activities. This includes organising training sessions, maintaining project records, coordinating project logistics, and facilitating communication with team members and stakeholders.

Primary Responsibilities

Under the supervision of the Project Coordinator, the Project Officer will:

- Coordinate the execution of project activities across project partners and external stakeholders, including overseeing project budget expenditure;
- Organise meetings, training sessions and workshops of specified project activities;
- Compile reports and indicator information across activities and project partners;
- Assist in the supervision of the project team;
- Prepare activity reports, attend meetings, and other project management tasks.

Requirements

Qualifications/Experience:

- A Bachelor's degree, with a minimum of 3 years solid work experience in project administration and/or management, or similar work;
- Proficient in both English and Bahasa Malaysia, able to produce written reports;
- Proven organisational skills, able to manage priorities and meet deadlines;
- Strong leadership and interpersonal skills, able to work independently and within a team.

Position Background

This position is created under Sabah's Harmonized Intelligence Enforcement and Legal Defence against Wildlife Crimes (SHIELD), a two-year collaborative project led by Danau Girang Field Centre in partnership with the Sabah Wildlife Department, aimed at protecting Malaysia's unique wildlife through the enhancement of law enforcement, cross-agency cooperation, and specialist training in Sabah.

Closing date: **18th October 2024**, and will remain open until filled.

Only shortlisted candidates will be notified.

The interview date is scheduled for October 25th, 2024.

The successful applicant is expected to commence employment in December 2024.

Applications are to be sent by email with a letter of interest, and a CV with contact information for at least two work references, to:

enquiry@danaugirang.com.my

with the subject: Application for PROJECT OFFICER