YAYASAN PENYU INDONESIA
Melindungi Penyu dan Habitatnya

Job description

Job title:	Deputy Director (Wakil Ketua Pengurus / Sekretaris)
Working hours:	40 hours per week

Introduction YPI

Yayasan Penyu Indonesia (YPI) is a non-profit organization committed to protecting sea turtles and their habitats through collaborative efforts with local communities. Established in 2018 as part of the international Turtle Foundation network, YPI manages all Turtle Foundation programs in Indonesia. The Turtle Foundation has been actively working in Indonesia since 2000, focusing on marine conservation in partnership with local stakeholders.

YPI operates conservation programs across four key locations:
- East Kalimantan (Berau Regency): Protecting green turtle nesting sites on Mataha and Bilang-Bilangan Islands.
- West Sumatra (Mentawai Regency): Safeguarding leatherback turtle nests on Buggeisiata Beach, Sipora Island.
- Aceh (Simeulue Regency): Conserving multiple sea turtle species on Salaut Besar Island and Along Beach in partnership with Yayasan Ecosystem Impact.
- North Sumatra (South Nias Regency): Safeguarding leatherback turtle nests on Moale Beach, Nias Island.

YPI's work includes patrolling nesting beaches, collecting vital conservation data, running educational programs, empowering local communities, and addressing threats like illegal hawksbill turtle shell trade through awareness campaigns.

Our mission is to ensure a sustainable future for sea turtles and their habitats by fostering community-driven conservation initiatives across Indonesia.

YPI is recruiting a **Deputy Director (Wakil Ketua Pengurus / Sekretaris Yayasan)** who will work in the organisation's headquarter in Sanur, Bali.

Reporting to the Mangaging Director of YPI, the tasks of the Deputy Director include:
1. **Support Managing Director with:**
   - measures for organisational development
   - liasing with governmental institutions and donors
   - management and site visits of conservation programs

YAYASAN PENYU INDONESIA
Jl. Danau Tondano 45, Sanur, Kec. Denpasar Selatan, Kota Denpasar, 80227
+62 812 3806 0994
info@yayasanpenyu.org

Charitable tax-exempt organization under Indonesian law | Branches in: Switzerland | Germany | USA | Cabo Verde | Liechtenstein | United Kingdom

www.yayasanpenyu.org

2. **Human Resources Management:**
   - Oversee contracts of app. 30 employees of YPI at the headquarters and program sites
   - Manage recruiting processes

3. **Data and information management:**
   - Organise and coordinate cloud based data and information management in accordance with organisational guidelines
   - Update and maintain inventories, organisational guidelines and Standard Operational Procedures
   - Administer official correspondence

Requirements
- A university degree.
- Passion for conservation and environmental sustainability.
- Minimum of 1 years of relevant professional experience in conservation programs for sea turtles or other species of wild animals.
- Excellent written and verbal communication skills in English and Bahasa Indonesia.
- Proven skills in report writing.
- Prepared to travel to visit program sites.
- Proficiency in standard MS Office applications.
- Commitment to a 5 year contract.

What We Offer:
- A responsible position in a conservation organization based in Sanur, Bali.
- Opportunity to contribute to the growth and success of Yayasan Penyu Indonesia.
- A dedicated, supportive team environment.
- A fair and competitive salary.

If you are excited about this opportunity, please send your application, including two references, your salary expectations, and your earliest possible starting date, to **recruitment@yayasanpenyu.org** by 24 January 2025. Feel free to include work samples or examples of reports you've prepared.

YAYASAN PENYU INDONESIA
Jl. Danau Tondano 45, Sanur, Kec. Denpasar Selatan, Kota Denpasar, 80227
+62 812 3806 0994
info@yayasanpenyu.org

Charitable tax-exempt organization under Indonesian law | Branches in: Switzerland | Germany | USA | Cabo Verde | Liechtenstein | United Kingdom

www.yayasanpenyu.org