

Job Title: Biodiversity Collections Manager

Overview:

We are seeking a dedicated and knowledgeable Biodiversity Collections Manager to support operations for PT Sejarah Alam Indonesia. The successful candidate will ensure that all client needs related to collections management are met to the highest standards. This role involves regular travel to various locations for the daily care and maintenance of living collections, as well as active involvement in projects requiring specimen handling and expertise.

The Biodiversity Collections Manager will collaborate closely with a veterinarian and a team of scientists from multiple disciplines. PT Sejarah Alam Indonesia provides specialised expertise to a range of institutions and biological collections, including those requiring ongoing management of live animal and plant collections. The ideal candidate will be professional, adaptable, and committed to supporting the long-term health and integrity of diverse biological resources.

Key Responsibilities:

- Conduct regular site visits to perform daily maintenance and monitoring of living animal and plant collections
- Carry out collaborative projects, including but not limited to: research, training, and consultancy services pertaining to biodiversity
- Ensure proper care, husbandry, and environmental conditions for all captive specimens
- Maintain accurate and up-to-date records of collections, including health status, inventory changes, and environmental parameters
- Assist with specimen-related projects, including field collection, sample processing, documentation, and transport
- Coordinate closely with veterinarians and scientists across various disciplines to support research, health assessments, and conservation initiatives
- Implement and improve standard operating procedures (SOPs) for collections management
- Communicate project progress, needs, and issues clearly to clients and internal teams
- Ensure all work complies with relevant regulations, ethical standards, and best practices in biodiversity management
- Provide recommendations for improving collection health, workflow efficiency, and long-term sustainability
- Represent PT Sejarah Alam Indonesia professionally when interacting with partner institutions, researchers, and stakeholders

Qualifications & Skills:

- Background in biology, ecology, zoology, botany, forestry, or a related field (formal degree preferred but not mandatory)
- Strong observational, organisational, and record-keeping skills

- Ability to work independently, manage schedules, and prioritise tasks across multiple sites
- Comfortable working outdoors and in varied environments
- Physically capable of performing hands-on tasks involving animals, plants, equipment, and fieldwork
- Good communication skills and the ability to collaborate with veterinarians, scientists, and clients
- Proactive, reliable, not forgetful, and consistent in following up on tasks and responsibilities
- Open-minded, willing to learn, and able to step outside their comfort zone
- Fluent in Bahasa Indonesia; English proficiency is beneficial but not required
- Literate, detail-oriented, and highly organised
- Indonesian driving license and ability to drive a motorcycle; capacity to drive a car is preferred but not required
- Passionate about biodiversity is a must. Good knowledge of botany or mycology is desirable, but not mandatory.

Conditions & Benefits:

- Work Environment: Combination of on-site visits, fieldwork, and remote administrative tasks
- Location: Based in Bogor, with frequent travel to client locations
- Work Hours: Flexible schedule, provided duties and client requirements are met
- **Base Salary:**
 - Probation: 1-month probation with a salary of Rp 3.000.000
 - Post-Probation: Potential salary increase up to Rp 6.000.000 within the first year, depending on performance
- Additional Benefits: Opportunities to work with diverse species and scientific teams, gain experience in biodiversity management, and grow within a specialised service-based organisation

How to Apply:

- Applications can be submitted via email to naturalhistoryindonesia@gmail.com
- Please include CV and motivation letter, along with relevant details (if any)
- There is no deadline for submission. We are on a first come first serve basis, where the earliest suitable candidates will be selected as soon as possible. Successful candidates will be informed via email.