Marine Discovery Centre (MDC) Manager

Title	Marine Discovery Centre Manager (full time, annual renewable contract)
Location	Four Seasons Kuda Huraa, North Malé Atoll, Maldives
Dates	Apply before: 20 June 2025 // Start: July 2025 *(proposed)*
Contact	Thaís Barbosa, MDC Manager
Websites	Reefscapers.com / MarineSavers.com

We have an exciting opportunity for a tropical marine expert with management skills to join our team of dedicated conservationists based at our marine centre, and resident at Four Seasons Resort Kuda Huraa, Republic of the Maldives.

Project Management

- Oversee all operations at the MDC, with full working knowledge and active participation in all projects.
- Actively support our team members:
    - Coral Biologist, running and maintaining our Reefscapers coral propagation project.
    - Turtle Biologist, working with and developing our national sea turtle conservation projects.
    - Marine Biologists (data collection, presentations, excursions, marine aquaculture).
- Organise and supervise our internship program, and the Four Seasons apprenticeship program (environmental awareness classes and apprentice rotation).
- Work closely with the team and management to develop and actively implement new projects.
- Refine and organise all educational and local outreach programmes.
- Produce a monthly illustrated project report, compiling and editing the work of our marine biologists.
- Contribute content and ideas to develop and improve websites and social media engagement.
- Manage and maintain stock levels, purchase orders, receipts, filing.
- Collaborate with other national marine biologists to improve our knowledge of coral reefs and marine species.
- Attend and arrange environmental events, workshops, and presentations to stay up to date on current issues; meet existing and potential project partners.

Staff Management

- Manage and document staff work rotas, off-days and vacations, in conjunction with Reefscapers management.
- Ensure safe working and diving practices; monitor and maintain staff timekeeping and discipline.
- Conduct and chair weekly departmental meetings.

Working with Four Seasons

- Follow high service standards to international 5-star levels, covering appearance, dress code, professionalism and behaviour (a copy will be provided upon selection, and prior to your acceptance).
- Lead discussions of our conservation projects and the environmental challenges faced in the Maldives. A helpful attitude is essential towards resort guests, tour operators, visiting journalists and film-makers.
- Participate in Four Seasons staff meetings, training sessions, weekly guest-management events, and daily departmental briefings, to keep updated with resort operations.
- Liaise with engineering and create work orders for maintenance work and new infrastructure development.
- Ensure the safe use and maintenance of all indoor/outdoor equipment, including dive gear and the whaler.
- Encourage a positive marketing atmosphere linked to resort activities and Reefscapers conservation projects.

Candidate Specification

- BSc and MSc (preferred) in a relevant Marine Science discipline (Marine Biology, Environmental Science).
- Extensive knowledge and technical experience of coral reefs, marine aquaria, and sea turtle rehabilitation.
- 5 years' experience in tropical marine conservation and research, with a proven ability to develop and manage sustainable projects in the field. Experience of tropical island/resort life is preferred.

- Experience in managing a diverse team of marine biology professionals (essential).
- Confident leadership abilities, with effective team-building skills, to coach and empower colleagues.
- Experience collaborating with external partners (business, community, council/government, NGO).
- Ability to work creatively to problem-solve and overcome new challenges in a remote working environment.
- High standards of integrity and impartiality; good at building positive working relationships with groups and individuals; open to constructive criticism for driving personal and team development.
- Effective organisational, admin and computer skills (database, mapping, and programming are a bonus).
- Excellent written and spoken English (extra languages desirable), plus work experience within a public-facing, service-oriented role communicating with a range of audiences.
- Confident swimmer, PADI Dive Master (or equivalent) essential; boat driving licence preferred.
- Strong 10m free-diver essential (PADI level 1 or equivalent, preferred).
- Physically fit non-smoker, capable of working long hours in the lagoon in all weathers.

Salary and Benefits

- The salary for this position is $1700 USD per month (plus a small commission).
- Working hours are 09:00 to 18:00 with occasional evenings, 6 days (one off day) per week; 36 days' annual leave.
- Basic DAN dive insurance (sports diver bronze) is included.
- Uniform; staff canteen meals; private staff accommodation; staff canteen meals (with management benefits).
- Annual return home flight, plus one return flight after six months (from Maldives to a regional international hub).
- Official high standards of dress code and behaviour always apply (details provided upon selection). This includes maintaining a professional appearance and a helpful attitude towards resort guests and fellow staff.

Application process – please read carefully

Email your CV and cover letter (explaining why you will be good for the role) to both our MDC Managers:

MDC.manager@fourseasons.com – **and** – MDCmanager.MLG@fourseasons.com

In your application, please include:

- CV + cover letter as PDF file/s, with your name in the filename of the email attachment/s.
- Contact details for two referees; job title "MDC Manager"; where you saw this vacancy advertised.

We only contact short-listed candidates. If you receive no news within 1 month, please assume you were unsuccessful.