

JOB DESCRIPTION

Job Details	
Organization	Dubai Safari Park
Job Title	Registrar
Department	Life Sciences
Unit	Zoology
Reports to	General Curator
Location	Dubai, U.A.E
Role Overview	
Role Summary	Ensure an excellent record of all animals in the collection and provide professional support to the application for documents needed to transfer animals between the park and other collections
Main Duties	<ul style="list-style-type: none"> • Manages and maintains animal records via the Zoological Information Management System (ZIMS). • Inputs appropriate data into permanent files, including animal births & deaths, observations, notes, and other pertinent information in a timely manner. • Manages and monitors animal transactions and coordinates with Curator, Veterinary staff, and Head Keepers to ensure legal compliance with government regulations and industry specific standards. • Operates as the primary liaison between the institution and government agencies. • Coordinates with applicable staff and zoological institutions for any needed information/documents as required for specific permits/licenses. • Prepares breeding loan documents, permit renewals, exchange agreements and annual reports. • Prepares and coordinates animal shipments into and out of the Zoo. Arranges animal shipping via airlines or other shipping methods and is familiar with IATA guidelines. • Trains staff in animal record keeping, records management and animal data entry standards. • Prepare documentation for AZA/WAZA/EAZA accreditation process. • Has knowledge of cooperative animal management programs such as studbooks, SSPs, TAGs, etc.

	<ul style="list-style-type: none"> • Participate in animal care meetings with recording and maintaining meeting minutes. • Performs other duties and projects as assigned by the General Curator and Veterinarian with varied administrative tasks and projects.
Role Specification	
Qualifications	College degree is desirable; an inquisitive mind is required
Experience	At least four (4) years of working with ZIMS in an accredited zoo or wildlife organization; an affinity with animals and conservation is useful
Skills	Perfect English is required; proficient in oral and written communication, interpersonal skills, management and organization
Remuneration	Commensurate with experience

Applicants will need to email their CV and covering letter (detailing relevant experience and skills, stating which position they want to apply for and why they are best suited for the job) to epic_rbharadwaj@dm.gov.ae before the deadline.