Handover document for the coral department

# Introduction

I am writing this handover document as I transition out of my role as the Coral Development Officer at Oceans Alive for a temporary period of at least three months beginning from the 12th February 2024. In my absence, Meali Mohamed, will be stepping into the role and overseeing the day-to-day responsibilities.

### Contact Information

During this period, I will be reachable through +447808873828 (WhatsApp) for any urgent matters or consultations.

### Roles and Responsibilities

This job will entail the duties outlined in the Terms of Reference (TORs) for the Coral Development Officer. These duties include, but are not limited to:

- Development of annual work plans, schedules, and weekly targets for coral restoration projects.

- Maintenance of coral farms, overseeing cleaning and replacement of mesh.

- Management of department assets, tools, and equipment.

- Identification of suitable nursery locations, sources of coral fragments, and areas for restoration.

- Daily data record-keeping and submission of monthly progress reports.

- Leadership in expeditions, tour guiding, and educational activities related to the Tengefu concept and coral gardening project.

### Reporting

You will be responsible for providing a weekly report, either through a call or a brief documented summary, to keep me updated on ongoing activities. Additionally, the monthly report should be shared with me for a comprehensive overview.

### Support and Collaboration

I am confident that [Name] is well-equipped to handle these responsibilities capably. I encourage open communication within the Coral Team and collaboration with other departments for a seamless workflow.

Authority

You will assume the role of Coral Development Officer; they will have the authority to supervise OA Coral Garden assistants and manage volunteers' behavior during expedition outings.

### Conclusion

I appreciate your commitment to taking on this role during my temporary absence. I trust that the Coral Team will extend their full support, and I look forward to returning to continue our collective efforts in coral restoration.

Cameron,

Coral Development Officer

# Current Projects

Please check the coral file attached which has the documents associated with these projects.

# Processes and Workflows

Please consult the HR manual staff memo under general in the coral file