

REPUBLIC OF THE MARSHALL ISLANDS

MARSHALL ISLANDS MARINE RESOURCES AUTHORITY

P.O. Box 860, Majuro, Marshall Islands, MH 96960

Is in NEED OF A QUALIFIED APPLICANTS to fill up the position of:

HUMAN RESOURCE OFFICER

The Human Resource Officer function and duties is providing management support and coordinating administrative policies, processes and relevant employment documentations. The Human Resource Officer is responsible in compiling and update records (hard and soft copies) of the employees. His/her role is to act as liaison between the Management and employees, ensuring smooth communication and prompt resolution of all queries.

Qualifications:

1. At least a degree holder in any of the following: BA Public Administration, BA Human Resource Management, BA in Business Administration or related field and shall hold an academic Human Resource background.
2. At least with a three (3) year proven experience as an HR Officer or relevant human resource/administrative position and hands on experience with HR environment
3. Basic knowledge of labor laws
4. To be able to work with less supervision and assist in more complex HR duties, like posting job ads, coordinating interviews and contacting candidates.
5. Shall also be responsible in the life cycle recruitment such as; on boarding process for new hires and candidate sourcing.
6. Knowledgeable in Microsoft Office
7. Excellent communication and organizational skills
8. And, ultimately to be able to ensure that the HR department is organized and operates to attract, hire and maintain employees.

Interested applicants may send or submit their resume, complete job description together with an application letter, transcript of records and certificates with 2x2 pictures to [gjoseph@mimra.com](mailto:gjoseph@mimra.com), [jacibo@mimra.com](mailto:jacibo@mimra.com). Applicant may visit send/submit applications at [inquiry@mimra.com](mailto:inquiry@mimra.com) before September 30, 2018. Salaries and Benefits: Commensurate with skills and qualifications.

DETAILED DUTIES & RESPONSIBILITIES:

1. Provide support to ensure that the recruitment process is managed effectively and in line with MIMRA policies, or in absence said policies, the PS Regulations.
2. Ensure all personnel activities are processed and managed effectively and in line with MIMRA policies, or in absence of said policies, the PS Regulations.
3. Provide accurate and timely reports to meet the MIMRA Human Resource reporting requirements.
4. Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations and etc.)
5. Responsible in the employee registration with insurance and/or retirement plans the employees wanted to enroll with completing all needed requirement before submission to the agency concern.
6. Deal with employee requests regarding human resources issues, rules and regulations
7. Assisting in payroll preparation by providing relevant data/records (absences, leaves, PAF-personnel action forms and etc.)
8. Working closely with various division/departments assisting division heads and deputies to understand and implement policies and procedures.
9. Properly handle complains and grievance and dealing with disciplinary procedures.
10. Do reviews of employees’ attendance (tardiness) and do the necessary.
11. From time to time, monitor employee work ethics and prepare report to the immediate supervisors and discuss possibilities (e.g. warning, suspension, termination).
12. Promoting equality and diversity as part of the culture of the organization.
13. Liaising with range of people involved in policy areas such as staff performance and health and safety and undertake salary review.
14. Planning and sometimes delivering training, including new staff introduction and orientation.
15. Analyzing training needs in conjunction with division chiefs, deputies and department managers.
16. Do tasks that may be assigned from time to time.