



# MIMRA

Marshall Islands Marine Resources Authority

<b>MIMRA Position Description</b>	
1	<b>Authority:</b> Marshall Islands Marine Resources Authority
2	<b>Job Title:</b> Education & Awareness Officer
3	<b>Pay Level:</b>
4	<p><b>Location and Working Conditions:</b></p> <ul style="list-style-type: none"> <li>● Position Location: Majuro.</li> <li>● Two- year contract with 6-month probation period and possibility of extension subject to performance evaluation.</li> <li>● Full time (40 hours per week).</li> <li>● Occasional domestic and international travel for meetings, consultations, workshops and/or training.</li> <li>● May spend long hours sitting and using office equipment and computers, which can cause muscle strain. Will also have to do some lifting of materials and supplies from time to time.</li> <li>● The position is located in a busy, open area office and may be faced with constant interruptions and must meet with others on a regular basis.</li> <li>● Must balance hours on computer editing videos/audio, managing MIMRA social media, and face-to-face interactions with staff and visitors. Will also conduct school visits and join outfield teams to assist and document visits.</li> <li>● There are a number of deadlines associated with this position, which may cause significant stress. Must also deal with a wide variety of people on various issues.</li> </ul>
5	<p><b>Purpose:</b> The Coastal Fisheries Division of MIMRA is responsible for the following activities:</p> <ol style="list-style-type: none"> <li>1. Facilitating the development of community-based resource management for conservation and sustainable livelihoods throughout the Marshall Islands;</li> <li>2. Achievement of the Micronesian Challenge goals of effectively conserving 50% of near-shore marine areas;</li> <li>3. Developing regulations, monitoring and enforcement processes to better manage coastal marine resources, including threatened and endangered species;</li> <li>4. Developing aquaculture and other means of sustainable livelihood development;</li> <li>5. Educating the community about marine resources and regulations governing these resources.</li> </ol> <p>As a member of the MIMRA Coastal Fisheries Division, the position will be required to lead or participate in a variety of projects and activities to help the team achieve their annual work plan. The special focus of this position is to promote and increase public awareness of fisheries and marine resource management issues at all levels and support for fisheries management efforts of the MIMRA. While working under the direction of the Chief for Coastal and Community Affairs, this role is expected to show leadership in the management of awareness programs and the achievement of outcomes.</p>

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6	<b>Position Responsibilities/Duties:</b>	<b>Performance Indicators:</b>
6.1	<ul style="list-style-type: none"> <li>● Build upon existing MIMRA Awareness Program</li> </ul>	<ul style="list-style-type: none"> <li>● Assist with the development of MIMRA's Communication Plan.</li> <li>● Strengthen and develop partnerships with regional, national and local organizations and groups to raise awareness on marine resources issues and the role of MIMRA and its programs.</li> <li>● Assessment of impact of initiatives and other communication programs.</li> <li>● Develop education and awareness materials for schools, community groups, and general public</li> <li>● Develop and collect content for MIMRA's Radio Program.</li> <li>● Gather information from respective divisions in MIMRA that are required for public awareness to develop content for MIMRA's Radio Program and social media.</li> <li>● Coordinate traditional marine management initiatives with traditional and community leaders.</li> <li>● coordinate print design and printing works for outreach materials</li> <li>● coordinate print, audio and video archives</li> <li>● oversee and coordinate translation of awareness materials</li> <li>● Compile data on impacts on awareness programs and conduct analysis of impacts and results.</li> <li>● Perform other duties and activities as assigned by the Director.</li> </ul>
6.2	<ul style="list-style-type: none"> <li>● Implementation of MIMRA Awareness Program</li> </ul>	<ul style="list-style-type: none"> <li>● Develop materials for marine resources management education.</li> <li>● Act as a point of contact for teachers, community groups, including churches and NGOs that request for marine resources awareness programs or activities. Organize and implement school visits and activities.</li> <li>● Promote marine management educational programs and activities through social media, leaflets, brochures, pamphlets, videos, newsletters and websites.</li> <li>● Coordinate Outreach Campaigns and activities (World Oceans Day, World Tuna Day, World Fisheries Day, etc.) and liaise with partner organizations.</li> </ul>
6.3	<b>Other duties:</b>	<ul style="list-style-type: none"> <li>● Attend and participate in weekly team meetings for the Division.</li> <li>● Prepare a monthly or quarterly individual work plan.</li> <li>● Report back weekly on achievements and results, and any constraints or barriers.</li> <li>● Participate in the MIMRA performance management system as directed by the supervisor.</li> </ul>

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		<ul style="list-style-type: none"> <li>Other tasks as directed by the Director and Deputy Director.</li> </ul>
7	<b>Reports Directly to:</b>	Chief of Coastal Fisheries.
8	<b>Person Specification for this Post:</b>	
8.1	<b>Role Related Skills/Capacity:</b>	<ul style="list-style-type: none"> <li>Excellent understanding of data collection and management.</li> <li>Social Media Management.</li> <li>Video/Audio recording and editing.</li> <li>Knowledgeable or well versed on the regulatory environment of MIMRA including the MIMRA Act, MIMRA regulations, and other RMI laws and regulations.</li> <li>Strong stakeholder engagement and facilitation skills including a good understanding of MIMRA's partner agencies and organizations.</li> <li>Well-developed project management skills including the ability to liaise effectively with project partners.</li> </ul>
8.2	<b>Communication and Language Skills:</b>	<ul style="list-style-type: none"> <li>Must have excellent skills in communication, writing, and public speaking.</li> <li>Must be able to speak English and Marshallese and have good written English and Marshallese.</li> <li>Must be comfortable working with different types of people in a community setting.</li> <li>Cultural knowledge and respect for Marshallese customs and traditions.</li> </ul>
8.3	<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>Must have a strong work ethic and organizational skills with attention to detail.</li> <li>Must have the ability to multi-task with strong time and stress management skills.</li> <li>Creative.</li> <li>Must be comfortable leading and being part of a team including public speaking, conflict resolution and supporting team members.</li> <li>Networking.</li> <li>Ability to maintain strict confidentiality in performing the duties of the role with honesty and integrity.</li> <li>Must be physically fit for field work.</li> <li>Willing to travel to other islands within the RMI, and tolerant of tropical conditions.</li> </ul>
8.4	<b>Education:</b>	<ul style="list-style-type: none"> <li>University degree in English, Communications, Environmental Science or Environmental Management, or related fields.</li> </ul>

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8.5	<b>Experience:</b>	<ul style="list-style-type: none"> <li>● 3 years practical experience in PR, mass media, and/or awareness and outreach</li> <li>● Experience in photography/videography</li> <li>● Social Media Management</li> <li>● Organization of communications activities related to fisheries and/or environment</li> <li>● press releases writing and working with media outlets</li> <li>● Must possess a valid driver's license.</li> </ul>
9	<b>Endorsement:</b>	
9.1	<b>MIMRA Executive Director</b>	<b>Name:</b> ..... <b>Sign:</b> ..... <b>Date:</b> .....
9.2	<b>(insert position)</b> (I certify that I have read and fully understand the responsibilities assigned to this position)	<b>Name:</b> ..... <b>Sign:</b> ..... <b>Date:</b> .....

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