

MIMRA Position Description	
1	Authority: Marshall Islands Marine Resources Authority
2	Job Title: Boat Captain
3	Pay Level:
4	<p>Location and Working Conditions:</p> <ul style="list-style-type: none"> ● Position Location: Outer Island Fish Market Center (OIFMC) – Majuro ● Two-year contract with 6-month probation period and possibility of extension subject to performance evaluation. ● Full time (56 hours per week). <p>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.</p> <p>The Master Mariner/Captain spends extended periods at sea and must endure all kinds of weather conditions, most often damp and cold conditions. Sea mariners also face the possibility of unexpected severe weather conditions and other hazards associated with working with heavy loads, or having to sail at night. However, modern safety management procedures, advanced emergency communications, and effective international rescue systems place modern mariners in a much safer position than the past. Some mariners have a difficult time of coping with long periods away from home and the confinement aboard ship and consequently leave the occupation</p> <p>Physical Demands</p> <p>The Master Mariner/Captain will spend long hours navigating vessel using navigational equipment and charts to safely reach destination. At fish collection sites must at all times be alert of vessels position and weather. During fish collections must also attend to fishermen (distribute ice, fishing gears, fuel, and other supplies - must sort/categorize, weigh, stow and ice all fish products) at all hours which will deprive Captain of normal resting or sleeping hours.</p> <p>Environmental Conditions</p> <p>The Master Mariner/Captain is constantly stationed in transport vessel out in the Outer islands or in open seas.</p> <p>Sensory Demands</p> <p>The incumbent must spend long hours in intense concentration while navigating and must spend long hours attending to fishermen (distribute ice, fishing gears, fuel, and other supplies - must sort/ categorize, weigh, properly pack and ice all fish products) while at fishing sites. The incumbent must also spend long hours on safely navigating vessel which requires high levels of attentiveness.</p> <p>Mental Demands</p> <p>(Conditions that may lead to mental or emotional fatigue)</p>

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	There are a number of demands and pressure associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues; in particular fishermen and passengers.	
5	<p>Purpose: The Boat Captain is responsible for the safe and efficient operation of Outer Island Fish Market Center (OIFMC) transport vessels, including crew management, navigation, fish collection operations, passenger and cargo operations and ensuring that the vessel is compliance with operation policies, national marine regulations as well as Local Government ordinances.</p> <p>A ship's Master Mariner/Captain is responsible for commanding and managing all of the personnel on the ship, and is responsible for all of the inventories of vessel supplies, equipment, project fish products & supplies and must create a cargo and passenger manifest to ensure accountability of all cargo and passengers aboard ship. The Master Mariner/Captain is responsible for complying with EPA-Environmental Protection Agency fueling regulations, keeping up with the documentation and certificates on the ship - [Ministry of Transportation, Communications & Information Technology regulations] as well as complying with the OIFMC policies & regulations. The Master Mariner/Captain must respond to and report in on accidents, incidents, injuries and illness among the passengers and crew aboard the ship. No other official authorities that are present on board the ship, while at sea have the power to overrule the Master Mariner/Captain. Everyone aboard, including the crew and the passengers, remain under the authority and command of the Master Mariner/Captain and must conform to all navigation and nautical laws.</p>	
6	Position Responsibilities/Duties:	Performance Indicators:
6.1	<ul style="list-style-type: none"> Perform the day-to-day duties of a Master Mariner/Captain to ensure a safe and efficient operation of OIFMC Transport vessels. Main Activities: <ul style="list-style-type: none"> Safely maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, crane truck, and transport vessels Communicating with Site managers and Majuro/Ebeye base -- Providing information to managers, co-workers, and crew by radio or in person in regards to fishing conditions, catch rate, etc. From time to time may be facing bad fish weather or insufficient number of fishermen or fishing boats and shall require spontaneous and creative actions to deviate from normal procedures, fishing methods, 	<ul style="list-style-type: none"> Vessels are safely maneuvered, navigated, and operated according to maritime regulations. Vessel positions, courses, and speeds are accurately computed using charts, compasses, area plotting sheets, and knowledge of local conditions. Steering and operation of vessels, including use of radios, radars, depth finders, and other maritime equipment, are performed safely and efficiently. Crew activities (loading/unloading, operating engines, maintaining equipment) are coordinated effectively to achieve operational objectives. Guidance and direction are provided to crew, with clear performance standards set and monitored. Watches and living quarters are assigned fairly and in accordance with operational needs. Crew works collaboratively under the Captain's direction to accomplish tasks. Accurate and timely information is communicated to site managers, base personnel, co-workers, and crew regarding fishing conditions, catch rates, and vessel status. Daily activity records, personnel reports, ship positions, ports of call, weather and sea conditions, pollution control efforts, and cargo/passenger status are maintained correctly.
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	<p>or fishing grounds to achieve fish collection minimums needed to sustain financial results offish collection trip.</p> <ul style="list-style-type: none"> ○ Inspecting Equipment, and Vessel -- Inspecting equipment, and vessel structure to identify any problems or defects ○ Coordinating the Work and Activities of Others -- Getting members of a group to work together to accomplish tasks ○ Monitor and Control the distribution of ice ○ Entering Logs for Fuel sales, ice and other supplies per inventory purposes and verification. ○ Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards ○ Providing guidance and direction to crew, including setting performance standards and monitoring performance. ○ Compute positions, set courses, and determine speeds, by using charts, area plotting sheets, compasses, and knowledge of local conditions. ○ Direct and coordinate crew members or workers performing activities such as loading and unloading cargo, steering vessels, operating engines, and operating, maintaining, and repairing ship equipment. ○ Inspect vessels to ensure efficient and safe operation of vessels and equipment, and conformance to regulations ○ Maintain records of daily activities, personnel reports, 	<ul style="list-style-type: none"> ● Logs for fuel sales, ice, and other supplies are completed accurately for inventory verification. ● Vessels and equipment are inspected regularly to ensure safe and efficient operation, with defects or problems identified and addressed promptly. ● Compliance with maritime laws, regulations, and company standards is consistently monitored and enforced. ● Life rafts, navigational systems, engines, winches, fire extinguishers, and life preservers are maintained in operational condition. ● Cargo and passenger loading/discharging is monitored to ensure safety, accuracy, and compliance with fare collection procedures. ● Spontaneous operational adjustments are made effectively in response to adverse conditions, such as bad weather, insufficient fishermen, or low catch rates. ● Individual judgment is applied to determine whether events, processes, or conditions comply with laws, regulations, and safety standards. ● Vessels are fueled, restocked, and repaired in a timely and efficient manner. ● Ice distribution and other supplies are monitored and controlled to support operational efficiency. ● Cargo, passenger fares, and other resources are tracked and accounted for accurately.
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	<p>ship positions and movements, ports of call, weather and sea conditions, pollution control efforts, and/or cargo and passenger status</p> <ul style="list-style-type: none">○ Monitor the loading and discharging of cargo or passengers and collecting fares○ Steer and operate vessels, using radios, depth finders, radars, charts, and other maritime equipment○ Arrange for vessels to be fueled, restocked with supplies, and/or repaired○ Assign watches and living quarters to crew members○ Maintain life rafts and other equipment on board, such as engine, winches, navigational systems, fire extinguishers, and life preservers	
6.2	<ul style="list-style-type: none">● Comply with newly established working procedures to ensure that cargo and passenger operations are effective and efficient.<ul style="list-style-type: none">○ Check receipts prior to loading cargo (OIFMC/KAFMC Port)○ Check receipts prior to allowing passengers aboard (OIFMC/KAFMC Port)○ Create a log manifest of all cargo and passengers to ensure fare collection is accountable○ During offloading double check cargo manifest to ensure that all cargo is accounted for○ All passengers and cargo inbound from Outer Islands must be paid for prior to loading and boarding vessel; no exception○ All Passengers and cargo inbound from outer Islands	<ul style="list-style-type: none">● Cargo receipts are checked for accuracy prior to loading at OIFMC/KAFMC ports.● Passenger receipts are verified prior to boarding to ensure fare payment.● All passengers and cargo from Outer Islands are paid for before loading; no exceptions.● Payments for passengers and cargo from Outer Islands are collected directly by the vessel captain.● Receipts for all paid passengers and cargo are properly processed and documented.● A complete log manifest of all cargo and passengers is created before departure.● Cargo manifests are double-checked during offloading to ensure all cargo is accounted for.● Log manifests are submitted along with sales records upon arrival at Majuro/Ebeye port.● Manifests ensure fare collection is accountable and that all cargo and passengers are safe and properly accounted for.● Cargo and passenger loading and offloading operations are conducted in a timely and organized manner.● Discrepancies in cargo, passenger counts, or payments are identified and resolved promptly.● Procedures are followed consistently to prevent delays, miscounts, or errors in documentation.

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	<p>shall be paid directly to the Vessel captain</p> <ul style="list-style-type: none"> ○ Must process receipts for all paid passengers and cargo ○ Create a log manifest of all passengers and cargo and must be turned in with sales upon arrival at Majuro/Ebeye port. Manifest shall be used to clear all passengers and cargo, ensuring that fares are accountable and that all cargo and passengers are safe and accounted for 	<ul style="list-style-type: none"> • Activities strictly adhere to newly established working procedures. • Documentation of payments, receipts, and manifests is complete, accurate, and auditable. <p>Accountability measures are enforced to ensure financial integrity and operational transparency.</p>
6.3	<ul style="list-style-type: none"> • Comply with newly established working procedures to ensure that fish collection operations are effective and efficient. <ul style="list-style-type: none"> ○ Fish Fund check off process includes recounting Cash and signing off on Fish fund form confirming amount from Financial clerk ○ Prior to turning cash over to site manager, both Captain and site manager must confirm cash amount and sign off ○ Monitor the distribution of ice ○ Complete fuel logs to verify fuel sales ○ Ensure that Site manager and crew sort out fish products personally to effectively implement size limits and avoid purchasing sub quality fish products ○ Passenger and Cargo revenues are directly collected by Captain and crew ○ Verify all fish product purchases ○ Store and ice fish products into vessel fish hold ○ Verify fish fund remaining cash from site manager and sign off on documents prior 	<ul style="list-style-type: none"> • Fish Fund check-off process is completed accurately, including recounting cash and signing off on the Fish Fund form with the Financial Clerk. • Cash amounts are verified and confirmed jointly by the Captain and Site Manager before turning over funds. • Remaining fish fund cash is verified with the Site Manager and signed off on documents prior to departing Majuro/Ebeye port. • Passenger and cargo revenues collected by the Captain and crew are properly documented and accounted for. • Fish products are personally sorted by the Site Manager and crew to ensure size limits are implemented. • Sub-quality or undersized fish products are effectively identified and excluded from purchase. • All fish purchases are verified for quantity, size, and quality before acceptance. • Fish products are properly stored and iced in the vessel fish hold to maintain quality. • Ice distribution is monitored to ensure fish products are preserved effectively. • Fuel logs are accurately completed to verify fuel sales and usage. • Fish collection and storage operations are conducted efficiently without delays or spoilage. • All fish collection activities strictly adhere to newly established working procedures. • Documentation related to fish funds, fish purchases, ice distribution, and fuel logs is accurate, complete, and auditable. • Accountability measures are followed to ensure transparency, operational efficiency, and quality control.

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	to departing back to Majuro/Ebeye port	
6.13	Other duties: <ul style="list-style-type: none"> Perform other related duties as directed by the Director, Deputy Director or Chief of Coastal Fisheries Division 	
7	Reports Directly to:	OIFMC Market Manager
8	Person Specification for this Post:	
8.1	Role Related Skills/Capacity:	<ul style="list-style-type: none"> Excellent boat handling and navigational skills Excellent maintenance, engineering and technical / troubleshooting experience Transportation - Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits. Geography - Knowledge of principles and methods for describing the features of outer islands, outer island lagoons, and channels including their physical characteristics and locations Mathematics - Knowledge of arithmetic and their applications within profession Coordinating skills Controlling operations of equipment or systems Watching gauges, dials, or other indicators to ensure equipment and vessel engine is working properly. Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one
8.2	Communication and Language Skills:	<ul style="list-style-type: none"> Good Communicating skills Motivating, developing, and directing skill
8.3	Personal Attributes:	<ul style="list-style-type: none"> Far Vision - The ability to see details at a distance. Identifying conditions and Events -- Identifying information recognizing weather and sea conditions, and detecting changes in circumstances or events that may go unnoticed by others. Differences in achieving a great or sub-par fish collection trip, safe or unsafe voyaging Ability to remain calm and give directions in an emergency situation Spatial Orientation – The ability to know your location in relation to the environment or to know where other objects are in relation to you. Control Precision - The ability to quickly and repeatedly adjust the controls of a machine or a vessel to exact positions. Near Vision - The ability to see details at close range Night Vision - The ability to see under low light conditions.

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		<ul style="list-style-type: none"> • Glare Sensitivity -- The ability to see objects in the presence of glare or bright lighting. • Time Sharing - The ability to shift back and forth between two or more activities or sources of information. • The incumbent must maintain strict confidentiality in performing the duties of the Finance and Administrative Officer. The incumbent must also demonstrate the following personal attributes: <ul style="list-style-type: none"> ○ Honest and trust worthy ○ Respectful ○ Possess cultural awareness and sensitivity ○ Flexible ○ Demonstrate solid work ethics
8.4	Education:	<ul style="list-style-type: none"> • Basic Education <ul style="list-style-type: none"> ○ High School Diploma or GED ○ College Degree (Optional but Beneficial) – Degrees in marine transportation, marine engineering, or nautical science can help • Maritime Training & Licensing <ul style="list-style-type: none"> ○ RMI Government Master License to operate not over 100 GRT - Valid for next 3-5 years ○ STCW Citification • Specialized Skill/Training <ul style="list-style-type: none"> ○ Radar, towing, or sailing endorsements ○ Safety courses ○ Environmental compliance • Soft skills & experience <ul style="list-style-type: none"> ○ Strong navigation and seamanship skills ○ Leadership and management skills for handling crew and passengers ○ Mechanical knowledge for troubleshooting engines and onboard systems
8.5	Experience:	<ul style="list-style-type: none"> • The incumbent would normally attain the required knowledge and skills through a certain amount year of seagoing experience and must pass the written test administered by the Ministry of Transportation, Communications & Information Technology. Equivalencies will be considered.
9	Endorsement:	
9.1	MIMRA Executive Director	Name: Glen Joseph Sign: Date:
9.2	Boat Captain (I certify that I have read and fully understand the responsibilities assigned to this position)	Name: Sign:

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