

MIMRA Position Description		
1	Authority: Marshall Islands Marine Resources Authority	
2	Job Title: Human Resources Officer	
3	Pay Level:	
4	Location and Working Conditions: <ul style="list-style-type: none"> • Position Location: Majuro. • Two- year contract with 6-month probation period and possibility of extension subject to performance evaluation. • Full time (40 hours per week). • Occasional domestic and international travel for meetings, consultations, workshops and/or training. • 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. • 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. • Must balance hours on computer drafting/reviewing reports and face-to-face interactions with staff and visitors. • 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. 	
5	Purpose: HR Officer is tasked to support recruitment, onboarding, employee relations, performance management and compliance with MIMRA policies and PSC Regulations.	
6	Position Responsibilities/Duties:	Performance Indicators:
6.1	<ul style="list-style-type: none"> • Provide support to ensure the recruitment process is managed effectively and in line with MIMRA policies, or in absence of said policies, PSC Regulations. 	<ul style="list-style-type: none"> • Prepare, gain endorsement and distribute employment announcements. • Process applications (shortlist, interviews, notify applicants) to finalize recruitment. • Conduct new employee orientations and ensure a smooth onboarding experience.
6.2	<ul style="list-style-type: none"> • Ensure all personnel activities are processed and managed effectively and in line with MIMRA policies, or in absence of said policies, PSC Regulations. 	<ul style="list-style-type: none"> • Prepare, process and distribute personnel actions and employment contracts • Ongoing tracking and follow up of personnel actions and contracts • Ongoing tracking and follow up on personnel training needs

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6.3	<ul style="list-style-type: none"> Provide accurate and timely reports to meet the MIMRA HR reporting requirements 	<ul style="list-style-type: none"> Prepare and provide monthly, quarterly and annual status reports on the progress of recruitment actions.
6.4	<ul style="list-style-type: none"> Timely registration and management of employee benefits activities (IAC, ASC, etc.) 	<ul style="list-style-type: none"> Prepare and process employee benefits packages Ongoing updating of employee changes of information
6.5	<ul style="list-style-type: none"> Ensure all recruitment and personnel documentation is filed and managed appropriately. 	<ul style="list-style-type: none"> Ongoing timely and accurate filing of all personnel and recruitment documentation Update personnel TORs as needed.
	<ul style="list-style-type: none"> Provide assistance and support performance and grievance management 	<ul style="list-style-type: none"> Receive, document and address grievances and complaints from employees in accordance with MIMRA policies and legal requirements Facilitate communication between involved parties to resolve conflicts and reach mutual solutions Maintain accurate records of grievances and outcomes and identify areas of improvement
6.13	Other duties: <ul style="list-style-type: none"> Other duties as requested by the Chief and/or Executive Director. 	<ul style="list-style-type: none">
7	Reports Directly to:	Chief of Corporate Services Division
8	Person Specification for this Post:	
8.1	Role Related Skills/Capacity:	<ul style="list-style-type: none"> Sound Administration skills Good computer skills HR database software Good workflow management skills Relationship management/interpersonal skills Knowledgeable of RMI labor laws and HR best practices
8.2	Communication and Language Skills:	<ul style="list-style-type: none"> Must have excellent skills in communication, writing, public speaking. Must be able to speak English and/or Marshallese and have good written English. Must be comfortable working with different types of people in international, regional and community settings. Cultural knowledge and respect for Marshallese customs and traditions is desirable.
8.3	Personal Attributes:	<ul style="list-style-type: none"> Strong ethics. Excellent communication, interpersonal, and conflict resolution skills. Ability to handle sensitive information with confidentiality and professionalism.

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		<ul style="list-style-type: none"> • Attention to detail and accuracy.
8.4	Education:	<ul style="list-style-type: none"> • Must have a degree in Human Resource Management from a recognized college or university or in a related field.
8.5	Experience:	<ul style="list-style-type: none"> • Must have demonstrated experience as a HR Officer. • Must have at least 5 years' experience in the public sector or a related field.
9	Endorsement:	
9.1	MIMRA Executive Director	Name: Sign: Date:
9.2	Human Resources Officer (I certify that I have read and fully understand the responsibilities assigned to this position)	Name: Sign: Date:

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