



MIMRA Position Description	
1	Authority: Marshall Islands Marine Resources Authority
2	Job Title: GIS Specialist
3	Pay Level:
4	<p>Location and Working Conditions:</p> <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 surveys, 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 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	<p>Purpose: The Coastal Fisheries Division of MIMRA is responsible for the following activities:</p> <ol style="list-style-type: none"> 1. Facilitating the development of community-based resource management for conservation and sustainable livelihoods throughout the Marshall Islands; 2. Achievement of the Micronesian Challenge goals of effectively conserving 50% of near-shore marine areas; 3. Developing regulations, monitoring and enforcement processes to better manage coastal marine resources, including threatened and endangered species; 4. Developing aquaculture and other means of sustainable livelihood development; 5. Educating the community about marine resources and regulations governing these resources. <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 oversee collection, management, and analysis of data for the Authority in support of fisheries management needs and objectives, including the development, implementation and review of information management needs and solutions relating to Coastal fisheries. While working under the direction of the Chief for Coastal and</p>

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	<p>Community Affairs, this role is expected to show leadership in the management of projects and the achievement of outcomes.</p> <p>The geographic information system or GIS personnel must demonstrate adequate knowledge with data and process modeling. Under direct supervision of the Chief of Coastal Fisheries, he/she will utilize GIS for the purpose of spatial data management and visualization, as well as organizing and enhancing existing systems. The GIS personnel will work within the RMI GIS User Group to help direct GIS activities that will benefit both MIMRA and the Group. The position will assist other staff in the effort to install, implement, and manage the on-going updates of MIMRA data and information systems. The GIS personnel will respond to requests of users, and troubleshoot problems relating to software and hardware errors, as well as support and train other users when in need.</p>	
6	Position Responsibilities/Duties:	Performance Indicators:
6.1	<p>Data Collection, Management, & Dissemination</p> <ul style="list-style-type: none"> ● Generate GIS spatial data using GPS for base layer development. ● Integrate new datasets developed by MIMRA sections or other partner agencies, and update archived datasets. ● Develop and maintain detailed metadata for new and existing datasets. ● Coordinate outer islands environmental research efforts that require GPS and GIS components. ● Work with partner agencies and RMI GIS users to develop a web-based portal for GIS data and mapping services. ● Assist with production of thematic maps. ● Coordinate imagery acquisition updates for the RMI. ● Coordinate with other RMI agencies and regional/international partners for distribution of new RMI GIS datasets. 	<ul style="list-style-type: none"> ● GIS spatial data is generated & MIMRA GIS Database/Server is updated. ● GIS spatial data from relevant agencies are integrated into MIMRA GIS Database/Server. ● Metadata are developed and well-maintained. ● GIS data from outer islands are coordinated to support on-going MIMRA projects. ● Maintenance of GIS Server is updated. ● MIMRA Conservation GIS is updated. ● Satellite imagery and high-resolution images (e.g. drone) are acquired and/or produced. ● Geo-spatial data is coordinated between MIMRA's local partners including regional/international GIS groups.
6.2	<p>Spatial Planning, Training & Education</p> <ul style="list-style-type: none"> ● Coordinate and participate with government agencies, community 	<ul style="list-style-type: none"> ● Project planning with government agencies, community leaders, etc are coordinated.

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	<p>leaders, special interest groups, committees, and contractors during the project planning process.</p> <ul style="list-style-type: none"> ● Conduct data and information assessments pertaining to MIMRA projects prior to the project planning process in order to identify information gaps. ● Take a lead role in helping MIMRA implement Marine Spatial Planning efforts in the RMI. ● Study of issues, trends, and need forecasting for the MIMRA GIS program. Development of goals, objectives, scheduling, and plan strategies for program implementation. ● Provide maps and graphics illustrating activities related to MIMRA permitting, enforcement, and marine monitoring, as well as changes in these activities over time. ● Work with appropriate MIMRA sections to update MIMRA Areas of Particular Concern and marine conservation target areas using best available data. ● Promote GIS educational awareness and participate in GIS outreach activities within MIMRA and partnering agencies. ● Take a lead role in the RMI GIS User Group and facilitate inter-agency data coordination efforts. ● Develop and assist training programs for MIMRA staff and partnering agencies to promote spatial awareness in resource management. 	<ul style="list-style-type: none"> ● Information gaps are identified to support MIMRA projects. ● Marine Spatial Planning in the RMI is updated. ● MIMRA GIS program is developed. ● Maps and graphics illustrating activities related to MIMRA are generated. ● Best available data is utilized and provided to other MIMRA sections for reporting. ● GIS is promoted at the national level. ● Getting involved in RMI GIS User Group. ● In-house training program is conducted to promote spatial data work ● Annual report for Annual report
7	Reports Directly to:	Chief of Coastal Fisheries
8	Person Specification for this Post:	

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8.1	Role Related Skills/Capacity:	<ul style="list-style-type: none"> ● Excellent understanding of data collection and management. ● Excellent understanding of data analysis tools ● Familiarity with GPS survey methods, recent GPS technology including Trimble and Garmin GPS units, and associated software packages. ● Familiarity with ESRI licensing to maintain existing licenses and support ongoing maintenance and updates. ● Knowledgeable or well versed on the regulatory environment of MIMRA including the MIMRA Act, MIMRA regulations, and other RMI laws and regulations. ● Strong stakeholder engagement and facilitation skills including a good understanding of MIMRA’s partner agencies and organizations. ● Well-developed project management skills including the ability to liaise effectively with project partners.
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 Marshallese and have good written English. ● Must be comfortable working with different types of people in a community setting. ● Aware and respectful of Marshallese Customs.
8.3	Personal Attributes:	<ul style="list-style-type: none"> ● Must have a strong work ethic and organizational skills with attention to detail. ● Must have the ability to multi-task with strong time and stress management skills. ● Must be comfortable leading and being part of a team including public speaking, conflict resolution and supporting team members. ● Ability to maintain strict confidentiality in performing the duties of the role with honesty and integrity. ● Must be physically fit for field work ● Willing to travel to other islands within the RMI, and tolerant of tropical conditions. ● Must be physically fit for field work, willing to travel to other islands within the RMI, and tolerant of tropical conditions.
8.4	Education:	<ul style="list-style-type: none"> ● Bachelor’s degree in Geography, Planning, Natural Resource Management or related field.

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8.5	Experience:	<ul style="list-style-type: none"> • Must be proficient with ArcGIS 9.x and 10 and above or related Open Source software (e.g. QGIS). • Must have 3 to 5 years of applied experience with ArcGIS Technology. • Familiarity with ArcGIS Server and ArcSDE technology. • Familiarity with Garmin and Trimble products. • Experience with shoreline/coastal morphology surveying. • Must possess a valid driver's license
9	Endorsement:	
9.1	MIMRA Executive Director	Name: Sign: Date:
9.2	(insert position) (I certify that I have read and fully understand the responsibilities assigned to this position)	Name: Sign: Date:

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