



REPUBLIC OF THE MARSHALL ISLANDS  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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**EA NO: RMI-30-24**

**OPENING DATE: 2/21/2024**

**CLOSING DATE: 3/7/2024**

**Employment Announcement**

Ref CM 1-16-24

<b>Position Title:</b>	Urban Forestry Program Coordinator	
<b>Grade and Salary (P/L):</b>	<b>Grade: PL- 10-3</b>	<b>Salary: \$20,000.00/annum</b>
<b>Ministry and Division:</b>	Ministry of NRC	
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Chief of Forestry	

**JOB Description:**

The Urban Forestry Program Coordinator will work under the overall guidance of the Ministry of Natural Resources and Commerce and under the direct supervision of the Chief of Forestry. The coordinator will also help the Forestry division to implement the RMI Forest Action Plan.

**KEY RESPONSIBILITIES:**

1. Support the Chiefs of Forestry in implementing activities in the field.
2. Ensure with the chiefs a timely submission of a summary report on all activities.
3. Ensure with the Chiefs a submission of quarterly and annual reports.
4. Review and comment on the issues raised on coastal erosion and planting as a result of Climate change in the Marshall Islands.
5. Assist in training of locals in management of nurseries.
6. Promote new techniques in agroforestry and tree planting
7. Promote tree planting in coastal areas as a response to the impacts of climate change.
8. Assist in setting up traps for fruit flies.
9. Assist in eradicating pests and diseases from the local plants/ trees invaded.
10. Work closely with USDAFS on forestry issues and apply for grants that are available for the country.
11. Assist in writing up annual grants with the USDA Forest Service, SPC, FAO, and others.
12. Provide support to outer island communities in providing seeds and seedlings.
13. Other duties assigned by the Chief of Forestry.

**MAIN DUTIES AND OUTCOMES:**

1. Develop partnership and community engagement opportunities
2. Identifies potential project and provide support to develop proposal
3. Facilitates the grant application process and awards
4. Oversees, tracks, and report on progress, accomplishments, and budget then advise on steps
5. Write and submit semi-annual progress reports and financial reports

6. Plan meetings and presents accomplishment to project sponsors, advisory council, the public and collaborates with partners to further project's initiative and goals
7. Plan green infrastructure event to improve visibility for the program and to promote tree planting and care efforts island wide
8. Drives to and conduct site visit at community partners organizations
9. Update records for nursery operations and activities
10. Carry out other duties as required by the Chief of Forestry

**DESIRABLE REQUIREMENTS:**

Graduate with a BA degree, and with at least two (2) years' experience in the field of forestry and agriculture or other related field work.

**FILING INSTRUCTIONS:**

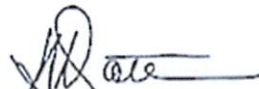
Secure application forms from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website- [pscrmi.net](http://pscrmi.net). For more information, please contact PSC email address: [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)

The Completed application must be received at the Public Service Commission by:  
**7<sup>th</sup> of March, 2024.**

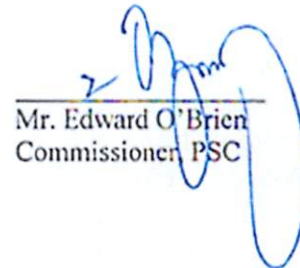
Issued by the Public Service Commission on this **21<sup>th</sup> of February, 2024**



Mr. Michael Konelios  
Chairman, PSC



Ms. Ananta Matthew  
Commissioner, PSC



Mr. Edward O'Brien  
Commissioner, PSC