



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

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EA NO RMI-002-24

OPENING DATE: 1/19/24

CLOSING DATE: 1/29/24

**EMPLOYMENT ACCOUCEMENT**

REF: CM 1-12-24

<b>Position Title:</b>	<b>Chief of Public Relations</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade: PL 12/1 - 12/3</b>	<b>Salary: 24,000 - 27,000</b>
<b>Ministry and Division:</b>	<b>Ministry of Foreign Affairs and Trade</b>	<b>Communications</b>
<b>Location:</b>	<b>Majuro</b>	
<b>Reports to:</b>	<b>Secretary of Foreign Affairs and Trade</b>	

**JOB PURPOSE:** The Public Relations Officer manages and coordinates all matters related to communications and media relations for the Ministry of Foreign Affairs and Trade. The Public Relations Officer is responsible for increasing awareness and improving and strengthening the Ministry's overall communication and engagement with local and international communities.

**KEY RESPONSIBILITIES:**

1. Prepare editorials for all Bureaus and Divisions of the Ministry
2. Manage all Public Media Relations for the Ministry and create a Public Media Relations Strategy
3. Manage the Ministry's Social Media platforms and increase engagement and public awareness on the web
4. Analyze and evaluate local and international current events and media reports
5. Act as a media liaison and convey inquiries and requests for interviews from news or other sources to the Ministry and other relevant offices
6. Perform other duties and responsibilities as assigned by Assistant Secretary for Management or Chief of Administration

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Draft press releases, web articles, presentations, talking points, opinion pieces and other public communications material for use across MoFAT platforms and forums.
- 1.2 Help develop and refine Government of RMI messages and public narrative on various topics
- 1.3 Write public materials and talking points for the Ministry and other Government of RMI representatives.
- 1.4 Provide editorial input, including review and editing, for key publications, reports and articles related to the Ministry
- 1.5 Help craft succinct and accurate messaging on various reports, policies and initiatives.
- 1.6 Conduct thorough research and interviews with relevant officials for accurate data and information for development of press releases
- 1.7 Help write and produce a regular MoFAT newsletter and Monthly Report
- 2.1 Develop a strategic approach for MoFAT's media relations.

- 2.2 Develop media campaigns for Government of RMI initiatives at the state, national and international levels.
- 2.3 Draft press lines and related material for media relations.
- 2.4 Support and help manage field inquiries from journalists, arranging interviews with relevant project execution stakeholders and end beneficiaries in the field
- 3.1 Produce online content for the Ministry and Government of RMI, including writing or editing articles, commentaries, announcements, graphics, interactive charts and other material
- 3.2 Review and edit content for public release across social media channels.
- 3.3 Script and edit narrative content for videos.
- 4.1 Gather and summarize on a daily basis local, regional, and international news items deemed to be of particular interest to the Ministry
- 4.2 Remain abreast of current issues, including Government of RMI related-issues and ability to exercise Discretion
- 5.1 Compile research on interested interviewer/news organizations
- 5.2 Coordinate interviews and develop suggested talking points for interviews

#### **DESIRABLE REQUIREMENTS:**

- Preferred: Bachelor's Degree (Or Higher) in Communications, Journalism, Marketing or other related fields that can complement his/her work
- Must have 2 to 3 years work experience and alternatively, a minimum two years of related work experience or training is required.

#### **MAIN/CORE SKILLS/COMPETENCIES:**

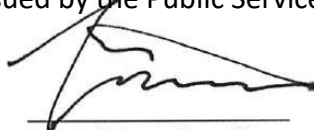
- Excellent communication and writing skills in English and Marshallese
- Ability to communicate sensitively and effectively across different audiences.
- Demonstrated ability to use office equipment with computer literacy in, publication design, multimedia products development, web design (use of HTML and CSS), web content, etc
- High attention to detail and ability to work under tight deadlines
- Ability to share knowledge across the Ministry and build a culture of knowledge sharing and learning
- Ability to implement communications and publications strategies

#### **FILING INSTRUCTIONS**

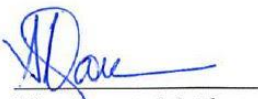
Secure application forms from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website – [pscrmi.net](http://pscrmi.net). For more information, please contact PSC email address at: [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)

The Completed application must be received at the Public Service Commission by:  
**January 29, 2024**

Issued by the Public Service Commission on this day: **January 19, 2024**



Mr. Michael Konelios  
Chairman, PSC



Ms. Amenta Matthew  
Commissioner, PSC  
(Acting Chairperson)

Mr. Edward O'Brien  
Commissioner, PSC