



Republic of the Marshall Islands

MINISTRY OF CULTURE AND INTERNAL AFFAIRS

P.O. Box 18 ~ Majuro ~ Marshall Islands 96960 ~Phone: 625-8240

JOB DESCRIPTION

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|--------------------------------|--|---------------------------------|
| Position Title: | Communication & Public Relation Officer | |
| Grade and Salary (P/L): | Grade: PL-9/1 | Salary: \$13,045.00 p.a. |
| Ministry and Division: | Ministry of Internal Affairs | |
| Location: | Majuro | |
| Reports to: | Chief of Admin. Personnel & Finance | |

JOB PURPOSE: Support the development and implementation of our communication strategies, assist with media relations, and contribute to our social media presence

KEY RESPONSIBILITIES:

1. Coordinate plans and activities
2. Provide data report
3. Perform other duties within the capacity, qualification and experience normally expected from a person occupying position as this classification.

MAIN DUTIES AND OUTCOMES:

1.1 Content Creation:

- Assist in creating engaging and high-quality content for various communication channels, including newsletters, press releases, blog posts, and social media.
- Collaborate with team members to develop and maintain a content calendar.

1.2 Social Media Management:

- Help manage and grow the ministry's social media profiles and presence, including Facebook, Twitter, LinkedIn, Instagram, and other relevant platforms.
- Monitor social media channels for relevant trends and relevant news, and suggest creative ways to promote the ministry's mission and engage the audience.

1.3 Media Relations:

- Support the communication team in building and maintaining relationships with media contacts.
- Assist in the preparation and distribution of press releases and other media materials in collaboration with V7AB Radio Station

1.4 Internal Communications:

- Contribute to the development and dissemination of internal communications materials to keep employees informed and engaged.
- Assist in organizing and promoting internal events and initiatives.

1.5 Ministry Consistency:

- Ensure all communication materials adhere to the ministry's protocol guidelines and tone of voice.
- Assist in maintaining and updating the ministry's website content.

2.1 Research and Analysis:

- Conduct research on communication trends and audience preferences,
- Analyze and report on the effectiveness of communication campaigns and suggest improvements.

3.1 Participate in all meetings, workshops and training locally and internationally.

3.2 Prepare minutes to monthly meetings

3.3 Performs other related duties and assignments as required.

DESIRABLE REQUIREMENTS:

- Graduation from a recognized college with a degree in Communication, Public Relations, Journalist, Marketing OR,
- At least 1-2 years' work experience in Communications, Public Relation, Social Media Management or a related role (internship and part-time roles considered) OR
- any other equivalent combination of education and experience which may be acceptable to the Public Services Commission.
- English/Marshallese

Skills:

- A proactive and enthusiastic attitude.
- High level of interpersonal skills and the ability to facilitate effective communication among all level of staff and outside organizations;
- Caring and quality driven commitment to provide excellent services;
- Attention to detail;
- Reliable with excellent timekeeping;
- Self-motivated with a willing and friendly approach;
- Demonstrated ability to function both, independently and as part of a team
- Computer skills including: internet, e-mail, (MS Outlook) MS Excel, and MS Word.
- Excellent written and verbal communication skills.
- Proficiency in social media platforms and digital communication tools.

- Strong organizational and time-management skills.
- Creative thinking and problem-solving abilities.
- Basic knowledge of graphic design and content creation tools (e.g., Canva, Adobe Creative Suite) is a plus.