

Randel Sylvester  
President



Donald Hess  
Secretary

Mary Esogon  
Treasurer

## POSITION DESCRIPTION

**TITLE:** Project Manager – Pacific RISE-CTIP

**UNIT:** Majuro, Marshall Islands Office

**REPORTS TO:** RMI Chamber of Commerce-Board, TAF-USAID Pacific RISE-CTIP, Pacific RISE-CTIP Team

**SUPERVISES:** MEL Officer, Finance and Administrative Assistant, and Contractors

**Contract duration:** Sep 2024 to June 2026

## SUMMARY OF JOB RESPONSIBILITIES

The “*Pacific Regional Initiative and Support for More Effective Counter Trafficking in Persons*” (“**Pacific RISE-CTIP**”) program is a five-year program implemented by The Asia Foundation (“the Foundation”) with funding from the United States Agency for International Development (USAID). Pacific RISE-CTIP aims to address trafficking in persons (TIP) through a holistic, multi-sectoral approach that engages an inclusive cross-section of PIC stakeholders from government, civil society, and the private sector to strengthen TIP prevention, protection and prosecution.

**Pacific RISE-CTIP** is inviting applications from qualified Marshallese nationals or Pacific Islanders eligible to work in the Marshall Islands for the position of Project Manager. The selected candidate will report to the steering committee, consisting of the RMI Chamber of Commerce Board, as well as the grantors, TAF and USAID, and the Pacific RISE-CTIP Team. The Project Manager will be responsible for overseeing and monitoring the entire project, ensuring its successful implementation and delivery, and ensuring that all systems and processes comply with TAF and USAID, and the Marshall Islands policies and procedures.

**Internal:** Interaction with the RMI Chamber of Commerce Board (MICC), the MICC Executive Committee, MICC members and project officers.

**External:** Regular contact with Pacific RISE-CTIP project partners, Pacific RISE-CTIP Team, other program units within The Asia Foundation and USAID, government agencies and stakeholders for project implementation and monitoring.

## REQUIREMENTS

**Education:** Tertiary qualification in Business Administration, Accounting or other related field, and 5 to 10 years work experience in Project Management or related field.

**Experience:**

- At least five (5) years of professional experience working in a similar role, preferably for a regional program or donor-funded activity;
- Experience in managing medium to large grants, project implementation and management;

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- Experience in managing an NGO or a business entity

#### **Skills:**

- Strong leadership and people management skills, with the ability to effectively manage relationships within the organization and with donors.
- Proven capacity to work with agencies, stakeholders, and social partners, and mobilize international donor support.
- Excellent command of English with strong written and verbal communication skills, including report writing; Marshallese language skill is an advantage.
- Ability to communicate clearly and effectively across a broad spectrum of staff and external stakeholders and build networks for collaboration with partners.
- Proficiency in developing training materials, alternative courses of action, project proposals, and policy recommendations, and presenting them at high-level meetings.
- Ability to meet commitments within the prescribed time, cost, and quality standards.
- Willingness to work in challenging environments, adapt to difficult situations and have extensive experience working in multicultural environments.
- Ability to take ownership of responsibilities, acting with integrity and transparency while maintaining social, ethical, and organizational norms.

## **JOB FUNCTIONS**

### **Project Management**

- 1) Work to complete the project as per the attached Grant Concept Note including hiring a team for support in coordination with the Chamber Hiring Committee.
- 2) Will lead overall project leadership and coordination, strategic planning, and decision-making, serve as liaison with stakeholders, including the funding agency, and oversee project implementation, monitoring, and evaluation.
- 3) Ensure compliance with the rules, policies, and practices administered by TAF-USAID.
- 4) Oversee special audits conducted both internally and by TAF-USAID. Ensure the timely submission of all statutory, financial, and program-related reports as required on a monthly, quarterly, and annual basis.
- 5) Ensure the hiring of employees, and contracting of contractors and vendors is done as per TAF-USAID stipulations. Seek necessary approvals both internally and with the donor as required.
- 6) The Project Manager will lead the handbook writing, assessment tool, and other materials, with the handbook writer and Policy and Framework specialist to develop the Handbook, Assessment tool, and TIP Framework for the private sector, including the fisheries sector.
- 7) Perform all functions of financial administration inclusive of, but not limited to, development and adjustment of budgets, coordination of budgeted funds, screening and processing requests for expenditures, and timely processing of reimbursements.
- 8) Timely delivery of high-quality deliverables as per the project timeline.
- 9) Participate in Foundation-led initiatives as assigned.
- 10) Oversee payroll process and file all taxes and yearly reports as required by the Republic of the Marshall Islands.

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- 11) Oversee MICC office location, including scheduling maintenance, paying rent, and necessary bills and utilities, with the assistance of the office administrator.
- 12) Be present at monthly meetings of the MICC Board of Directors, and run monthly general meetings of MICC and its members.
- 13) Oversee and assist the Chamber Board with MICC publicity and stakeholder relationship building including email communications with members, website posts and development, and communications with external partners and the general public.
- 14) Oversee and assist the supervision of the Chamber Board Treasurer, and maintain MICC financials including collecting and recording membership dues and providing financial statements to the Board of Directors and general members at monthly meetings.
- 15) Under the supervision of the Secretary, oversee and assist in the recording and compiling of meeting minutes and store them in MICCOC cloud storage for review by members.

**Recruitment process:**

To Apply, email a cover letter addressing how you meet the job's criteria and responsibilities and a resume with 3 contactable referees to [info@rmichamber.com](mailto:info@rmichamber.com) or [eunice.borero@rmichamber.com](mailto:eunice.borero@rmichamber.com).

***TAF, USAID, and the Marshall Islands Chamber of Commerce uphold the following policies:***

***Prevention of Sexual Exploitation, Abuse, and Harassment***

*The Asia Foundation has zero tolerance to sexual exploitation, abuse and harassment, harassment based on gender and sexual identity, and the abuse and exploitation of children. All employees must demonstrate that they are committed to eliminating such behavior in the workplace and those we work with.*

***Diversity and Inclusion***

*The Asia Foundation is dedicated to fostering a diverse and inclusive work environment, where individuals of all backgrounds, including women and those with diverse identities, can thrive in a secure and supportive atmosphere. We expect all team members to wholeheartedly embrace the principles of equality in every aspect.*

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## For Journal Post

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### SELECTION CRITERIA

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