



Parties to the Nauru Agreement
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CAPACITY DEVELOPMENT PROGRAM OFFICER

The Parties to the Nauru Agreement Office (PNAO) is seeking to hire a Capacity Development Program Officer (CDPO) to assist in the establishment of a Capacity Development Program (CDP) Unit and the implementation of approved CDP activities.

Responsibilities include assisting the PNAO in:

- Establishing the operational structure that will support the effective and efficient implementation of the Capacity Development Program.
- Determining the appropriate framework to operationalize the PNAO capacity development schemes that aims to develop an internationally recognized pool of PNA specialist.
- Identifying the appropriate candidates to participate in the capacity development program.
- Arranging appropriate training and on-the-job training to strengthen and upgrade skills of fisheries staff in their line of work.
- Developing the annual Capacity Development Program workplan and budget.
- Preparing Capacity Development Program reports as requested by CEO.
- Arranging and preparing for Capacity Development Program Committee meetings.
- Other duties as assigned.

Essential Requirements:

- Relevant diploma or degree related to fisheries management and project design and implementation, or equivalent skills and experience.
- Experience working in office management, human resources management, and project implementation.
- Demonstrated ability to successfully develop and implement projects with the required computer and communication skills in a diverse working environment.
- Demonstrated focus on customer service, interpersonal skills, and ability to work within the Pacific Islands context.
- Demonstrated flexibility and ability to adapt to change.
- Demonstrated ability to work independently and collaboratively with attention to detail.

The successful applicant will be offered a three year contract with the possibility of extension.

The position is open to anyone, but preference is given to PNA nationals.

Apply now!!!

To apply, please submit a letter of interest addressed to the PNA Office CEO, a brief CV, and two (2) reference letters to jobs@pnatuna.com. All applications must be submitted electronically. Manual applications will not be accepted. Closing date to submit applications will be March 1, 2024.