

TERMS OF REFERENCE (TOR)

Competent Authority- Staff Recruitment

Invitation for the recruitment of CA Inspector (Fish Food Safety Inspectors)

A. Objectives

The Republic of the Marshall Islands (RMI) through MIMRA currently exports fish and fishery products to the USA, Thailand and Taiwan among the main market players. Recently and importantly the intention to diversify its exports to the European Union (EU) market.

The establishment of the RMI Competent Authority (RMI CA) has the purpose of improving RMI sanitary controls of fish exports whilst at the same time meeting the EU export market standards and requirements.

The Competent Authority (CA) job will require substantial commitment in order to fulfil very important regulatory roles/functions on behalf of the Authority and the State. Thus, MIMRA is seeking committed applicants, with the necessary qualification, experience and skills set whilst at the same time is willing to learn new skills and knowledge and to take on responsibilities.

The CA Inspector (Fish Food Safety Inspectors) recruited will be required to carry out the work as outlined but not limited in the **Scope of Work**.

B. Scope of Work

To meet the objectives, the Competent Authority officers, among other functions will be required to undertake the following or participate in;

- 1) Be required to work with the CA advisor to draw up the CA yearly work plan.
- 2) Participate in the CA budgetary budget planning and process.
- 3) Undertake inspection and verification of the fish processing plants, landing sites and fishing vessels.
- 4) Evaluate performance of the fish processing operations intending to process and export for the EU and other markets.
- 5) Provide reports to inspections and issue infringements or non - compliance notices as per established protocols.
- 6) Undertake and submit samples for analysis.
- 7) Attend trainings for additional knowledge and skill set as required of the work.
- 7) Participate in vessel boarding, monitoring, inspection and sampling when required
- 8) Validate Health Certificate and products prior to approval for exports
- 9) Modify certificates to incorporate the national and international import/export certification requirements.
- 10) Liaise and assist other colleagues with catch and compliance data
- 11) Keep records and update all the exports into the MIMRA data base

- 12) Participate in meetings and trainings as required for learning and upskilling for the CA work and for the broader work of the CA and in fisheries.
- 13) Participate in Laboratory evaluations for testing purposes of RMI fish products
- 14) Participate in any National Food Safety tasks initiative and contribute meaningfully.
- 16) Participate in the development and review of Regulatory Instruments such as Standards, and Operating Protocols.
- 17) Provide reports of inspections carried out and organize a timely follow-up.
- 19) Work with the CA advisor to produce reports and annual reports as required by MIMRA Management.
- 20) Perform other work as delegated by the CA advisor or as requested of the CA officer.

C. Key Qualification /Experience/Traits

1. Qualification

- Educational Qualification with minimum, Bachelor of Science (Food, Chemistry, Biology), Food Law, Environmental Science and similar related disciplines.
- Proficient in Excel, Word and can produce quality reports.
- Educational and communication language in English.

2. Required Experience

- Experience in the Fisheries industry and or environment, Food industry or in Environmental Health dealing with food manufacturing and export.
- Understand export market requirements.
- Has worked in a regulatory environment and understand the requirements for seafood exports.

3. Desirable Traits

- Commands good/excellent communication skills
- Required language of education and employment is English
- Food Science, Food Technology and or Food Law Qualification
- Experience in regulatory or manufacturing environment dealing with fish exports
- Understands export market requirements
- Willing to learn, is committed to his or her work.

D. Application process

- a. Interested applicants can pick up applications from MIMRA HQ and or downloaded from [here](#).
- b. Applicants should accompany police clearance, copies of certificates (where necessary), copies of passport and or ID.
- c. Application closes on March 31, 2025.

Interested applicants may submit personally to MIMRA or send their resume complete with detailed job description together with an application letter, police clearance, health clearance, two (2) letters of reference, diploma and/or certificates (where necessary) with 2x2 pictures to dmartinez@mimra.com.