



POHNPEI PORT AUTHORITY

P.O. Box 1150, Kolonia, Pohnpei
Federated States of Micronesia 96941
Telephone: +691 320 2793 Fax: +691 320 2832
Website: www.ppa.fm

VACANCY ANNOUNCEMENT

No. PPAVA01-24

POHNPEI PORT AUTHORITY, A PUBLIC CORPORATION OF THE POHNPEI STATE GOVERNMENT, IS NOW ACCEPTING APPLICATIONS FOR THE POSITION FOR:

POSITION: Marketing Manager
SALARY: Grade-13 \$22,010.00 COLA Included.
LOCATION: Pohnpei Port Authority
Dekehtik Island, Pohnpei State

OPENING DATE: January 23, 2024

CLOSING DATE: February 16, 2024

SUMMARY: To develop and implement marketing policies, programs and campaigns for the Pohnpei Port Authority (PPA).

DUTIES AND RESPONSIBILITIES Including the following. Other duties may be assigned.

1. Research and development strategic goals and campaign plans to promote PPA and its mandate. Identify marketing schemes to enhance and strategically promote PPA.
2. Create engaging and informative content for the PPA website, social media, and identify any other marketing channels that PPA can leverage.
3. Build sustainable relationships and partnerships with Government agencies, local leadership, businesses, and with other relevant partners and customers in support of PPA's mandate.
4. Develop, conduct, and evaluate trainings on effective implementation of marketing plans, strategies, and policies to promote and strengthen growth across PPA.
5. Collaborate and coordinate engagement activities in the community and at public events to showcase PPA's involvement and support to its diverse communities.

6. Negotiate service contracts needed to effectively execute PPA's marketing strategy to augment revenue generation schemes.
7. Secure PPA's membership with relevant regional and international organizations to keep PPA abreast and current with best practices and trends.
8. Seek out available grants and funding sources and schemes which PPA can apply to diversify its funding streams to enhance self-sustaining efforts.
9. Ensures that all leases are current and are in accordance with the stipulation of the standing lease. Ensures that all PPA properties are in good and safe condition and can be potentially leased.
10. Oversee public press, community engagement, and advertisement for PPA.
11. Submit monthly reports, risk assessment report with analysis, and an annual report. Submit other reports as required
12. Develop and manage the division budgets to effectively achieve set annual targets.
13. Performs other duties required.

SUPERVISORY RESPONSIBILITIES:

- Supervises personnel under the Marketing Division.
- Coordinate with HR and recruit, interview, hire, and train new staff in the division.
- Oversees the daily workflow of the division.
- Provides constructive and timely performance evaluations of division staff.
- Discipline employees in accordance with HR policy.

QUALIFICATIONS:

To perform this job successfully, an individual must have the skills and abilities to perform the following:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Through understanding of principals and methods used to promote, display, and sell products and services. Proficient with Microsoft office suite or related software.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Bachelor's degree (B.A.) in marketing, business administration, communication or any comparable fields from college or university plus a minimum of three years experience in marketing management or a combination of at least ten years of marketing management experience with training in marketing or related fields.

HOW TO APPLY:

Application forms can be obtained from the Human Resource Office at Pohnpei Port Authority at Dekehtik, Nett, Pohnpei State. Completed applications and resume can be submitted to the same office no later than the closing date of this vacancy announcement.