



The Republic of the Marshall Islands
LAND REGISTRATION AUTHORITY (LRA)

3rd Floor G&L Building, Rm. 3
P.O. Box 3215 * Tel: (692) 625- 7171
Majuro, MH 96960

Application Deadline: Until filled

EMPLOYMENT ANNOUCEMENT

Position Title:	REGISTRAR	
Salary	\$41,000.00 -\$45,000.00 per annum + \$3,000.00 annual allowance	
Office	Land Registration Authority	
Location:	Majuro	
Reports to:	Board of Directors through the Chairman	

POSITION PURPOSE

The Registrar serves as the Chief Executive Officer of the Land Registration Authority (LRA) and Secretary to the Board of Directors, and is responsible for the day –to-day administration, operational management, and implement resolutions, decisions, directive, and strategic initiatives of the Board, subject to the Land Recording and Registration Act 2003, regulations, and other applicable laws. The position ensures the efficient, impartial, transparent, and timely conduct of all LRA functions and services in support of land recording and registration in the Republic of the Marshall Islands.

KEY RESPONSIBILITIES

1. Lead and manage the operations of the Land Registration Authority in accordance with the Land Recording and Registration Act 2003, relevant laws, regulations, policies, and directives of the Board of Directors.
2. Serve as Secretary to the Board and facilitate the implementation of Board decisions and strategic priorities.
3. Ensure the efficient, impartial, and timely administration of all land registration and recording functions.
4. Provide strategic leadership and organizational direction to achieve the Authority's mandate and long-term objectives.
5. Promote accountability, transparency, professionalism, and ethical conduct throughout the Authority.

6. Maintain effective working relationships with government agencies, traditional leaders, development partners, and stakeholders.

MAIN DUTIES & OUTCOMES

- 1.1 Manage and oversee the day-to-day operations of the Land Registration Authority and ensure all activities are conducted efficiently and in accordance with applicable laws and policies.
- 1.2 Serve as the principal advisor to the Board on operational, administrative, and policy matters affecting the Authority.
- 1.3 Implement Board resolutions, directives, and strategic initiatives in a timely and effective manner.
- 2.1 Supervise Authority employees and administer their day-to-day duties and performance within the staffing structure and terms and conditions approved by the Board.
- 2.2 Allocate responsibilities, assign duties, and ensure effective workforce management to achieve organizational objectives.
- 2.3 Promote ethical conduct, accountability, and compliance with public service standards and the Authority's policies.
- 3.1 Oversee the financial administration of the Authority and ensure that income, expenditures, financial records, assets, and other financial transactions are properly managed and accounted for in accordance with applicable law, approved budgets, Board decisions, and financial procedures.
- 3.3 Maintain an up-to-date register of Authority assets and ensure proper control and safeguarding of all assets.
- 3.4 Oversee the management and authorized use of Authority vehicles and other operational resources.
- 4.1 Develop and periodically update a Five-Year Strategic Plan for consideration and approval by the Board, in consistent with the statutory purposes and functions of the Authority
- 4.2 Prepare and submit reports to the Board as required, including semi-annual and annual reports.
- 4.3 Coordinate the preparation and submission of reports to relevant government entities, including the Budget Coordinating Committee, Cabinet and the Nitijela, when required.
- 4.4 Monitor organizational performance and provide recommendations to improve operational efficiency and service delivery.
- 5.1 Ensure compliance with the Land Recording and Registration Act 2003, as amended, and all applicable laws, regulations, and policies.
- 5.2 Avoid conflicts of interest and uphold the highest standards of integrity, transparency, and professional conduct.
- 5.3 Promote and enforce the Authority's Code of Conduct and ethical standards.

DESIREABLE REQUIREMENTS:

Qualifications:

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- Bachelor's degree in Public Administration, Business Administration, Law, Land Management, Governance, or a related field. Master's degree preferred.
- Minimum five (5) years of progressively responsible senior management experience in public administration, land administration, governance, or a related field.

Experience & Skills:

- Demonstrated leadership and organizational management experience.
- Strong knowledge of the Land Recording and Registration Act 2003 and related laws governing land administration in the Republic of the Marshall Islands.
- Experience in financial management, budgeting, and public sector accountability.
- Ability to develop strategic plans and manage organizational performance.
- Excellent written and verbal communication, leadership, and interpersonal skills.
- Demonstrated commitment to ethical conduct, integrity, transparency, and public service values.

Interested candidates are invited to submit the following documents:

1. A cover letter outlining their interest and suitability for the position.
2. Two (2) professional reference letters.
3. An updated Curriculum Vitae (CV) or résumé.
4. Copies of relevant academic and professional certificates

Please submit the above documents to: joseph.tibon@gmail.com

Approved by:



Farrend Zackious
Chairman,
LRA Board of Directors



Joe J. Lomae
Vice Chairman
LRA Board of Directors