



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA: RMI-088-26

OPENING DATE: 5/04/2026

CLOSING DATE: 5/18/2026

EMPLOYMENT ANNOUNCEMENT

Ref: CM of 4/21/2026

Position Title:	HR Professional Development Coordinator	
Grade and Salary (P/L):	Grade:11/1-11/3	Salary:\$21,000.00-\$23,000.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Office of Health Planning, Preparedness, Policy, Personnel and Epidemiology
Location:	Majuro	
Reports to:	Director of Human Resources	

JOB PURPOSE: To coordinate professional development activities including educational, promotions, training and development

KEY RESPONSIBILITIES:

1. Educational Promotion
2. Training and Development
3. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification

MAIN DUTIES AND OUTCOMES:

- 1.1 Establish networks with High Schools, National Training Council and other relevant institutions to co-ordinate educational promotion for medical and health professions
- 1.2 Liaise with Chief of Staff and other Health departments for the setup of educational promotional activities at the high schools
- 1.3 Liaise with USP University on the Bridging Science foundation year program and play an active role in the first contact and follow up of enrolled students
- 1.4 Establish a network with students going abroad and act as active support people including setting up a mentoring system with a follow-up monthly
- 1.5 Organize student recognition events (e.g. students going abroad for study, returning from study, students visiting during the year)
- 1.6 Establish an internship program for medicine students returning on a yearly basis during studies
- 2.1 Establish and maintain a matrix on funded Training (Grants) within all areas of the Ministry
- 2.2 Assist the PHEP Program Coordinator in the volunteer planning process to determine the need of volunteers

- 2.3 Establish and maintain a matrix on Training needs through various HR tools (E.g. Self-Appraisal Evaluation form, Training needs analysis)
- 2.4 Assist HR Director in the planning of training
- 2.5 Administer training including
 - Set up training schedules and liaise with departments on the scheduling of participants
 - Co-ordinate the room setting, refreshments, technical advice, training material etc.
 - Main point of contact to ensure successful facilitation
- 2.6 Monitor and follow up on data entry of training hours in the HRIS (Human Resources Information System)
- 3.1 Contribute to a safe environment and cleanliness of the unit
- 3.2 Maintain a high level of confidentiality and ensure the privacy of all patient information
- 3.3 Adhere to and cooperate with all policies and procedures of the Ministry and relevant legislation

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor degree in Human Resources, Business or minimum of 8 years of work experience in Human Resources, Business or related field

Skills:

- Excellent communication and people skills demonstrated by a history of effective liaison and established relationships with internal and external stakeholders;
- Ability to priorities tasks; work well under pressure and display excellent attention to detail;
- Possess the ability to make smart and timely decisions while completing a high volume of tasks and projects with minimal guidance
- Demonstrated ability using judgement and initiative to arrive at solutions, particularly in situations where procedural guidelines cannot be fully prescriptive
- Significant experience in the use of Windows based products (such as MS Word, Excel and Access) to assist with complex administrative Processes
- Demonstrated capacity to work collaboratively and contribute in a team environment.

FILING INSTRUCTIONS:

Secure application forms from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website- pscrmi.net. For more information, please contact PSC email address at: pscrmi.recruit@gmail.com.

The Completed application must be received at the Public Service Commission by: **18th May, 2026**

Issued by the Public Service Commission on this 4th May, 2026



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC