



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-213-25

OPENING DATE: 11/4/2025

CLOSING DATE: 11/18/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 10/08/2025

Position Title:	AutoCAD Specialist	
Grade and Salary (P/L):	Grade:14/1-14/3	Salary: \$31,000.00-\$35,000.00 p.a.
Ministry and Division:	Ministry of Public Works, Infrastructure & Utilities	PMU
Location:	Majuro	
Reports to:	PMU Manager	

JOB PURPOSE: The AutoCAD Specialist is to develop and prepare preliminary sketches, drafting, concept designs, layouts and drawings using Autodesk Computer Aided Design (AutoCAD) for the MPWIU-Project Management Unit

KEY RESPONSIBILITIES:

1. Prepare complete drawing sets for inclusion in tender documents.
2. Support land planning and infrastructure layout.
3. Provide accurate preliminary drawings for estimating purposes.
4. Produce and review as-built drawings for government facilities.
5. Conduct site visits and document existing conditions.
6. Standardize AutoCAD drawing formats and train local draftsmen.

MAIN DUTIES AND OUTCOMES:

- 1.1 Responsible for the production of preliminary floor plans, drawings, project concepts, and preparation of construction drawings and details assigned by the Project Manager.
- 2.1 Assist MPWIU Land & Surveys in creating survey maps, layouts, and site development plans.
- 3.1 Assists the PMU-Quantity Surveyor/Cost Estimator by providing preliminary drawings, for bill of quantities and cost estimates purposes, and other specific related works assigned by the PMU Project Manager.
- 3.2 Collaborate on project costing and documentation.
- 4.1 Produce as-built drawings of government facilities (if required) that are planned for repairs or renovations and review as-built drawings submitted by the Contractors.

5.1 Assists the PMU Inspectors in conducting assessments on existing schools, health centers and other Government facilities planned for repairs and maintenance

6.1 Standardize AutoCAD drawings (e.g. pen assignments, texts, title blocks, details, etc), for all drawings produced by MPWIU and conduct trainings to all Local Draftsmen.

7.1 Perform other tasks as directed by the PMU Manager and MPWIU

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduate from recognized University with Bachelor's Degree in Architecture or related field that may be acceptable to the office of the Public Service Commission.
- Minimum of five (5) years of relevant work experience, or equivalent combination of education and experience.
- Proven experience as an AutoCAD Draftsman and Designer.
- Knowledge of industry standards and regulations in the built environment

Skills:

- Proficiency in AutoCAD software and 3D modeling tools.
- Familiarity with design and rendering programs.
- High attention to detail and accuracy.
- Strong communication and teamwork abilities.
- Ability to work independently and manage multiple projects

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: **14th November, 2025**

Issued by the Public Service Commission on this **4th of November, 2025**



Mr. Jendrikdrik Paul
Chairperson, PSC



Mr. Almo Momotaro
Commissioner, PSC