



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-208-25

OPENING DATE:10/21/2025

CLOSING DATE: 11/05/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 10/10/2025

Position Title:	Information & Technology Officer	
Grade and Salary (P/L):	Grade:12/1-12/3	Salary: \$24,000.00-\$27,000.00
Ministry and Division:	Cabinet	Administration
Location:	Majuro	
Reports to:	Clerk of Cabinet	

JOB PURPOSE: To install & maintain office system, server & network management, and ensure all workstations, applications, and peripherals are functioning at Office of the President and Cabinet.

KEY RESPONSIBILITIES:

1. System and Network Maintenance
2. Technical Support
3. Network management
4. Data management
5. Security
6. Upgrades and patches
7. User training
8. Project Management
9. Documentation
10. Performance monitoring
11. Assist the Press Secretary in disseminating information, office website & other available platforms

MAIN DUTIES AND OUTCOMES:

- 1.1 Install, configure, and maintain hardware & software, operating systems and other available platforms, and a variety of software applications.
- 2.1 Provide technical assistance and troubleshooting to users and handle issues with computer systems and networks
- 3.1 Manage network configurations, user permissions, and firewalls to ensure security and performance
- 4.1 Administer databases, perform data backups, and create reliable data retrieval processes.
- 4.2 Keep an inventory record of all systems

- 5.1 Implement and monitor security measures, manage security settings, and ensure the overall security of information systems
- 6.1 Plan, implement, and monitor hardware and software upgrades and patches.
- 7.1 Set up user accounts and provide technical training to employees on new or existing software and systems.
- 8.1 Plan and implement IT projects, including coordinating with vendors for technology purchases.
- 9.1 Document work, create user guides, and publish print or web-based information.
- 9.2 Digitizing sensitive information
- 10.1 Monitor the performance and capacity of information systems and use tools to ensure optimum performance
- 11.1 Upload announcements, publications, press releases, and other approved contents provided by Press Secretary, other staff and Management
- 11.2 Design and Develop stationaries such as complimentary cards, business cards and office letter heads.

DESIRABLE REQUIREMENTS

Qualifications:

- Bachelor's degree in information communication technology
- Training certificates OR any combination of skills related to the field
- Three (3) years of work experience relevant to the post

Skills:

- Advanced computing skills (hardware, software, database, excel/csv, systems, networks)
- Good Communication & Writing skills
- Good Troubleshooting skills
- Good Analytical Skills
- Ability to work independently & as part of a team
- Good Time Management

FILING INSTRUCTIONS:

Secure application form 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 the email addresses: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by:
5th of November, 2025

Issued by the Public Service Commission on this 21st of October, 2025.



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC

