



REPUBLIC OF THE MARSHALL ISLANDS  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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EA NO: RMI-110-26

OPENING DATE: 6/3/2026

CLOSING DATE: 6/17/2026

**EMPLOYMENT ANNOUNCEMENT**

*Ref to CM of 5/27/2026*

<b>Position Title</b>	<b>Deputy Chief Secretary — Physical and Environment Public Service</b>	
<b>Grade and Salary (PL)</b>	<b>Grade: PL 18/1 - 18/3</b>	<b>salary: \$46,000pa - \$50,000pa + \$3,000.00 annual allowance</b>
<b>Ministry and Division</b>	<b>Office of the Chief Secretary</b>	
<b>Location</b>	<b>Majuro, Marshall Islands</b>	
<b>Report To</b>	<b>Chief Secretary</b>	

**JOB PURPOSE:**

To be accountable to the Chief Secretary for the coordination and functioning of the physical and environment Ministries and the National Disaster Management Office (NDMO) of the RMI Public Service and supporting the Chief Secretary as the Head of the Public Service in its broad oversight and general direction as mandated in the RMI Constitution.

**KEY RESPONSIBILITIES:**

1. Ministry Coordination
2. Structural Coherence
3. NDMO Strategic Oversight
4. Policy Development
5. Strategic Planning (NSP)
6. Performance Monitoring
7. Cabinet Advisory
8. HOD Evaluations
9. Leadership & Decision Making
10. Committee Chairing
11. Partnership Manager
12. National/ international Representation

### 13. General Executive Support

#### **MAIN DUTIES AND OUTCOMES:**

1.1 Coordinate and guide sector Ministries through monthly meetings to resolve mandate overlaps and address cross-cutting issues.

- a. Ministry of Works, Infrastructure & Utilities
- b. Ministry of Transport and Information, Communication and Technology
- c. Ministry of Natural Resources and Commerce
- d. Ministry of Environment and Constituent Offices
- e. National Disaster Management Office (NDMO)

2.1 Promote organizational efficiency by identifying structural inconsistencies and correcting insular behaviors between departments

3.1 Provide management and policy oversight for the NDMO to ensure an integrated approach to disaster management and community safety

4.1 Assist Ministries in creating sector policies that reflect Government priorities and good governance while avoiding unintended outcomes

5.1 Support long-term planning through the National Strategic Planning (NSP) process to ensure policy objectives contribute to RMI's sustainable development

6.1 Track Ministry performance via annual work plans and budgets, using 6-monthly written reports to resolve implementation issues

7.1 Act as the primary link between Ministries and the Chief Secretary to ensure the Cabinet receives sound, well-informed advice

8.1 Conduct performance evaluations for Head of Departments (HODs) on behalf of the Chief Secretary to agree on improvements goals

9.1 Serve as an active member of the OCS Management Team, providing leadership and following up on executive decisions

10.1 Lead and Chair assigned committees and steering groups, ensuring they perform effectively within their Terms of Reference

11.1 Manage Government relationships with local leaders, civil society, and development partners through cooperative and informed dialogue

12.1 Represent the Chief Secretary and Government at high-level meetings using sound judgement and through preparation

13.1 Execute any additional tasks assigned by the Chief Secretary efficiently, ensuring all issues are resolved and reported

## **DESIRABLE REQUIREMENTS:**

### Qualifications:

- Graduate from a recognized tertiary institution with qualifications in Public Administration, Environment, Disaster Management, Public Policy or related field
- At least 10 years work experience at a Senior managerial level in related areas
- Experience in public administration and knowledge of the RMI public service and the workings of the RMI Government required
- Preferred Master Degree

### Skills:

- Leadership skills, professionalism and integrity as a senior public servant
- Skills in organization development and in public administration
- Knowledge of disaster management, climate change processes and resilience

**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](http://pscrmi.net). For more information, please contact the email address ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

The complete application must be received at the Public Service Commission by: **17<sup>th</sup> of June 2026**

Issued by the Public Service Commission on this **3<sup>rd</sup> of June, 2026**



Mr. Jendrikdrik Paul  
Chairman, PSC



Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC



Mr. Almo Momotaro  
Commissioner, PSC