



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-211-25

Opening Date: 10/30/2025

Closing Date: 11/13/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 10/21/2025

Position Title:	Assistant Secretary for Administration, Personnel & Finance	
Grade and Salary (P/L):	Grade: PL – 14/1-14/3	Salary: \$ 32,000.00-\$36,000.00 p.a.
Ministry and Division:	Ministry of Health & Human Services	Bureau of Administration, Personnel & Finance
Location:	Majuro	
Reports to:	Secretary of Health & Human Services	

JOB PURPOSE: To assist and advise the Secretary in Planning, Organizing, Supervising, Coordinating and implementing of highly responsible work in Administration, Personnel and Finance but not limited to the Supervision and participation relating to decision making process in the Ministry.

KEY RESPONSIBILITIES:

1. Manage budget and funds
2. Ensure quality services of Administration, Personnel & Finance
3. Represent MOH in Internal and External meetings
4. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification

MAIN DUTIES AND OUTCOMES:

- 1.1 Primarily responsible for the preparation and submission of the Ministry annual budget to the Secretary and the Minister for review and assist in presenting it to the Cabinet and the Nitijela during hearing.
- 1.2 Allocates funds to various programs and/or activities within the Ministry of Health and Supervises the expenditure of the funds; maintains adequate and accurate records of individual accounts with the Ministry of Health
- 2.1 Establishes policies and guidelines for carrying out the various functions of the division of administration services, Personnel & Finance

2.2 Handles all matters pertaining to accounting, reporting, recording, and auditing the general funds for the Ministry of Health; set up procedures for receiving and processing all requisitions with the Ministry of Health

2.3 Review and signs all purchase orders, and acts as a contracting officer with regard to the procurement of supplies and equipment for the Ministry of Health; develops plan for conducting inventories of properties, equipment and supplies as well as inspection of hospital ground and facilities

2.4 Supervises the preparation and submission of the Ministry of Health's payroll sheets and the issuing of paychecks to the individual program activities and keeps complete record of all vehicles owned by the Ministry of Health and provides schedules for their regular maintenance

3.1 Constantly inspect and direct preventive maintenance tasks in order to prevent breakdowns and premature damage to the equipment and buildings

4.1 Support MOHHS leadership through execution of additional tasks as needed

DESIRABLE REQUIREMENTS:

Qualification:

- Graduate from a recognized & accredited College or University with a Master Degree in Health services administration preferred; a Bachelor's degree in Health Administration of Public Administration or at least five (5) years of work experience as Hospital Administrator.

Skills:

- Specialized in Public Administration.
- Caring and quality driven commitment to provide excellent services.
- Ability to work automatically as well as part of a team.
- Excellent interpersonal and people skills.
- Demonstrated ability in using judgment and initiatives to arrive at solutions.

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 address: (pscrmi.recruit@gmail.com).

The commission application must be received at the Public Service Commission by: **13th of November, 2025**

Issued by the Public Service Commission on this **30th of October, 2025**



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC