



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-113-26
 Opening Date: 6/3/2026
 Closing Date: Until Filled

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 5/15/2026

Position Title:	Deputy Secretary for Administration, Personnel & Finance	
Grade and Salary (P/L):	Grade: PL – 16/1-16/3	Salary: \$ 36,000.00-\$40,000.00 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: The Deputy Secretary for Administration, Personnel & Finance serves as the principal executive officer responsible for the strategic leadership, coordination, and oversight of all administrative, human resources, and financial management functions of the Ministry of Health & Human Services. The position supports the Secretary in achieving the Ministry’s objectives and exercises delegated authority to ensure effective governance, compliance, and operational efficiency across the Ministry.

The Deputy Secretary may act on behalf of the Secretary in administrative, personnel, and financial matters as delegated.

KEY RESPONSIBILITIES:

1. Strategic Leadership and Governance
2. Financial Management and Budgetary Control
3. Administration, Personnel, and Finance Oversight
4. Human Resources and Payroll Management
5. Procurement, Assets, and Facilitates Management
6. Risk Management and Operational Support

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide executive leadership and strategic director for administration, personnel, and finance functions within MOHHS

- 1.2 Advise the Secretary on administrative, personnel, financial, and organizational policy matters
- 1.3 Act on behalf of the Secretary in administrative, personnel, and financial matters as delegated
- 1.4 Represent the Ministry in internal and external meetings, including inter-ministerial, donor, and stakeholder engagements
- 2.1 Lead the preparation, review, and submission of the Ministry's annual budget to the Secretary and Minister, and assist in presentations to Cabinet and the Nitijela
- 2.2 Oversee the execution, monitoring, and control of the Ministry's budget and all financial resources
- 2.3 Allocate and manage funds across programs and activities to ensure alignment with Ministry priorities
- 2.4 Ensure accurate, timely financial reporting and compliance with government financial regulations and audit requirements
- 3.1 Establish, implement, and enforce policies, procedures, and guidelines governing administrative services, personnel management, and financial operations
- 3.2 Oversee accounting, reporting, recording, and audit coordination for all Ministry funds
- 3.3 Ensure effective systems and controls for processing requisitions, payments, contracts, and procurements
- 4.1 Oversee personnel administration and ensure compliance with Public Service Commission rules and government employment policies
- 4.2 Supervise the preparation and submission of payroll for all Ministry programs and staff
- 4.3 Support workforce planning, staff development, performance management, and organizational capacity-building initiatives
- 5.1 Review and approve purchase orders, contracts, and procurement actions in accordance with delegated authority
- 5.2 Oversee inventory management of Ministry Properties, equipment, and supplies
- 5.3 Ensure regular inspection, maintenance, and safeguarding of facilities, hospital grounds, and government vehicles
- 6.1 Identify administrative, financial, and operational risks and implement appropriate mitigation measures
- 6.2 Ensure continuity of operations through effective planning, maintenance, and resource deployment
- 6.3 Perform other high-level duties as assigned by the Secretary consistent with the scope and level of the position

DESIRABLE REQUIREMENTS:

Qualification:

- Master's degree in Public Administration, Health Services Administration, Finance, Management, or a related field from a recognized and accredited institution is preferred;
OR

- Bachelor’s degree in Public Administration, Health Administration, Finance, or a related discipline with significant senior management experience may be considered; OR
- Minimum of five (5) to ten (10) years of progressive experience in senior administrative, financial, or public sector management, preferably within government or health services

Skills:

- Strong expertise in public administration and government financial management.
- Demonstrated executive leadership and decision-making.
- High level of integrity, professionalism, and accountability.
- Excellent interpersonal, communication, and negotiation skills.
- Ability to exercise sound judgment, initiative, and discretion in complex situations.
- Commitment to quality service delivery and public sector ethics.

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).

Issued by the Public Service Commission on this 3rd *of June, 2026*



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC