



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498

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EA NO: RMI: RMI-129-25
OPENING DATE: 08/11/2025
CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT

Ref of CM 8/4/25

Position Title:	Information Technology/Web Master	
Grade and Salary (P/L):	Grade: 10/1-10/5	Salary: \$18,000.00- \$20,000.00
Ministry and Division:	Ministry of Works, Infrastructure & Utilities	Administration Division
Location:	Majuro	
Reports to:	Chief of Administration, Personnel & Finance (AP&F)	

JOB PURPOSE: To install, maintain and identify computer systems and networks of the highest quality to ensure efficiency of daily operations.

KEY RESPONSIBILITIES:

1. Install and maintain systems,
2. Diagnose/troubleshoot IT issues efficiently,
3. Train users to utilize appropriate and safe usage of IT infrastructure,
4. Perform other related work as assigned.

MAIN DUTIES AND OUTCOMES:(list no more than 2 related tasks to each responsibility)

- 1.1 Set up workstations with computers and necessary peripheral devices (routers, printers, etc.),
- 1.2 Develop and maintain local networks in ways that optimize performance,
- 1.3 Organized and schedule upgrades and maintenance without deterring others from competing their work,
- 1.4 Maintain records/logs of repairs and fixes and maintenance schedule,
- 2.1 Identify computer or network equipment shortages and place orders,
- 2.2 Check computer (HDD, mouses, keyboards, etc.) to ensure functionality,
- 2.3 Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.),

3.1 Provide orientation and guidance to users on how to operate new software and computer equipment,

4.1 Perform other duties as assigned.

DESIRABLE REQUIREMENTS:

Qualifications:

- 1. Bachelor Degree in Information Communication Technology, Training Certificates OR any combination of skills related to the field or**
- 2. Three (3) years of work experience**

Skills:

- **Computer literacy (hardware, software, excel, systems, networks)**
- **Good communication skills**
- **Organized**
- **Good analytical skills**

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 completed application must be received at the Public Service Commission by: 17th August, 2025

Issued by the Public Service Commission on this 8th August, 2025.



Mr. Jendrikdrik Paul
Acting Chairperson, PSC



Mr. Almo Momotaro
Commissioner, PSC