



REPUBLIC OF THE MARSHALL ISLANDS OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA: RMI-005-25

OPENING DATE: 1/12/2026

CLOSING DATE: 1/26/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 1/7/26

Position Title:	Human Resource Coordinator	
Grade and Salary (P/L):	Grade: 11/1-11/3	Salary: \$21,000.00-\$23,000.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Office of Health Planning, Policy, Preparedness and Epidemiology
Location:	Majuro	
Reports to:	Human Resources Director	

JOB PURPOSE: To implement, monitor and evaluate the Human Resource for Health (HRH) Action plan, include understanding the roles of Health Resource Management, Leadership, policy, Finance, Partnership and Education.

KEY RESPONSIBILITIES:

1. Serve as the Point person for Task Force Committee (HRH), MOHHS Medical Licensing Board, other Ministries/ Department and the Public Service Commission
2. Coordinate and develop local professional development
3. Develop and maintain an inventory database
4. First point of contact for HR enquiries
5. Recruitment and Selection Activities
6. Induction, onboarding and Termination process
7. Performance and Training Activities
8. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification

MAIN DUTIES AND OUTCOMES:

- 1.1 Serve as the manager, secretariat of the HRH Task for committee and MOHHS Medical Licensing board: work with the HRH Task Force to update and develop recommendations on implementation of the country HRH Action Plan, including related budgets
- 1.2 Act as the point person implement approved recommendations/ work plans of the MOH and report to the committee on progress of implementation; develop a good understanding of and working relationship within the Ministry/ Personnel Office/ Finance Office and Public Service Commission

2.1 Have a good understanding of the strengths/ weakness of the local K-12 educational pipeline and the capacities of the local and regional institutions of higher learning to address local health workforce training needs

2.2 Work with MOHS HRH Committee, Public Health, and Health management supervisors to develop 5-and 10- year succession plans to replace health care workers to match the changing clinical, public health, community health, and managerial needs of the Ministry

2.3 Work with the local Continuing Education Coordinators to facilitate both on-island and distance learning opportunities

2.4 Develop procedure for the MOH for staff training opportunities to be implemented by the MOHHS HRH committee

3.1 Develop and maintain an HRH workforce inventory and database

3.2 Develop an all-inclusive education plan to upgrade the current workforce, for Medical Learning and Continuing education

3.3 The Coordinator will produce timely reports as determined by the Secretary of Health and the HRH Committee

3.4 Develop and maintain CE Data base to track accumulated training hours for recertification and re-licensure needs

4.1 Act as the first point of contact in the resolution of generalist human resource enquiries (except timesheet and payroll process) within the framework of relevant employment legislation and policies and procedures.

4.2 Partner with managers/head of departments/supervisors to build networks for your client group

4.3 Contribute to the development, implementation and monitoring of internal policies, guidelines, procedures and processes which provide an effective, consistent and timely delivery of HR services

4.4 Contribute to the development of strategic human resource management plans and annual functional operational plans including budget proposal for client group

5.1 Coordinate recruitment enquiries within your client group and assist with job announcements

5.2 Support the department head with the creation of job descriptions

5.3 Coordinate the contract cycle and ensure efficient time targeting including reporting/communication to clients

6.1 Coordinate, monitor and evaluates staff induction and exit interview processes and make recommendations as appropriate

7.1 Coordinate the Performance evaluation process with in our client group

7.2 Evaluate training requirements from your client group and assist the Personnel director with the design of training

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduate from a recognized University with a Bachelor Degree in Administration and Business related area or extension experience in related field
- At least three (3) or more experience as HRH Coordinator

Skills:

- Excellent Communication and people skills demonstrated by a history of effective liaison and established relationships with internal and external stakeholders
- Ability to prioritise tasks; work well under pressure and display excellent attention to detail
- Demonstrated ability to work under minimal supervisor, using judgement and initiative to arrive at solutions, particularly in situations where procedural guidelines cannot be fully prescriptive
- Significant experience in the use of windows based products (such as MS Word, Excel and Access) to assist with complex administrative processes
- Demonstrated capacity to work collaboratively and contribute to a team environment

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: **26th January, 2026**

Issued by the Public Service Commission on this **12th of January, 2026**.



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC