



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

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• Web-site : [pscrmi.net](http://pscrmi.net)

**EA NO:** RMI-111-26  
**OPENING DATE:** 6/3/2026  
**CLOSING DATE:** 6/17/2026

**EMPLOYMENT ANNOUNCEMENT**

CM: 5/15/2026

<b>Position Title:</b>	<b>Administrative Assistant</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade:9/1-9/4</b>	<b>Salary: \$13,045.00-\$17,025.00 per annum+20%ED</b>
<b>Ministry and Division:</b>	<b>Ministry of Foreign Affairs and Trade</b>	<b>RMI Office-USAGKA</b>
<b>Location:</b>	<b>Kwajalein Atoll</b>	
<b>Reports to:</b>	<b>RMI Representative to USAGKA</b>	

**JOB PURPOSE:** The Administrative Assistant Will Support the RMI Representative, or a designated official, in managing and maintain the day to day operation of the Mission.

**KEY RESPONSIBILITIES:**

1. Office Management
2. Paper Work
3. Finances
4. Maintenance
5. Diplomatic Support
6. Problem Solving
7. Communication

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Oversee administrative systems and ensure compliance with established procedures
- 1.2 Coordinate day-to-day office operations and support services
  
- 2.1 Maintain effective documentation and internal controls to support accountability
- 2.2 Ensure effective handling and accessibility of office data and records
  
- 3.1 Support budget coordination and financial tracking processes
- 3.2 Facilitate procurement and supply chain coordination as required

- 4.1 Oversee the use and maintenance of office equipment and supplies
- 4.2 Ensure resources are managed efficiently and remain operational
  
- 5.1 Provide administrative support to the RMI Representative in official matters
- 5.2 Assist in coordination related to external and diplomatic engagements
- 6.1 Contribute to the development and alignment of administrative policies
- 6.2 Provide guidance on resolving operational and procedural challenges
- 7.1 Support the preparation and organization of administrative reports

**DESIRABLE REQUIREMENTS:**

**Qualifications:**

- Associate Degree in Business or related administrative field
- At least 2-3 years working in an administrative or similar office role

**Skills:**

- Bilingual Communication
- Technical Literacy
- Organization & Accuracy
- Professionalism
- Interpersonal 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 addresses: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **17th of June, 2026**

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