



Republic of the Marshall Islands
Office of the Public Service Commission

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EA NO: RMI-126-25
OPENING DATE: 08/06/2025
CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT

CM of 07/25/25

Position Title:	Inspector/Draftsman	
Grade and Salary (P/L):	Grade: PL- 11/1-11/3	Salary: \$21,000 to \$23,000 pa
Ministry and Division:	Ministry of Works, Infrastructure, & Utilities	PMU
Location:	Majuro, MH (primary) but spread across the country.	
Reports to:	PMU Project Manager	

JOB PURPOSE: Assist the Project Manager by performing CAD drafting, construction management duties, construction inspection and quality assurance on Public works and development projects. Ensure compliance with project standards, codes designs and specifications.

KEY RESPONSIBILITIES:

1. Project Inspection,
2. Computer-Aided Design (CAD Drafting),
3. Ensure Construction management & compliance,
4. Perform other duties as required by the Project Manager

MAIN DUTIES AND OUTCOMES:

- 1.1 Supervises and manages public works construction projects. This entails assuring contractor's work conforms to the project specifications and is accomplished by inspecting the contractor's work on a daily basis;
- 1.2 Keeps a daily record of instructions and directions given to the contractor regarding plan and specification interpretation and any required change orders;
- 2.1 Transforms initial rough product designs using computer aided design (CAD) into working documents;
- 2.2 Reviews engineering drawing and designs to ensure adherence to established specifications and standards;
- 3.1 Coordinates with an independent testing lab any materials testing required by project specifications;

- 3.2 Verifies quantities for payment on contractor's monthly pay request;
- 3.3 Coordinates construction activities with residents, utility companies and other agencies by providing for public safety during the project.
- 3.4 Provides construction progress reporting on a weekly and monthly basis;
- 4.1 Perform other duties as assigned

DESIRABLE REQUIREMENTS:

Qualifications:

- 1. Bachelor Degree in drafting and design technology or any related fields
- 2. OR 2 to 5 years of hands-on drafting experience, especially using CAD software like AutoCAD, or any equivalent combination of experience and training that provides the required knowledge, skill and abilities.

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 6th August, 2025.



Mr. Jendrikdrik Paul
Acting Chairperson, PSC



Mr. Almo Momotaro
Commissioner, PSC