



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

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**EA NO: RMI- -25**  
**OPENING DATE: 9/25/2025**  
**CLOSING DATE: 10/9/2025**

**EMPLOYMENT ANNOUNCEMENT**

Ref to CM of 9/8/2025

<b>Position Title:</b>	<b>Deputy Secretary of Natural Resources and Commerce</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade: PL-16/1-16/3</b>	<b>Salary: \$36,000.00-\$40,000.00 per annum plus \$3,000 Official Allowance and other benefits</b>
<b>Ministry and Division:</b>	<b>Ministry of Natural Resources and Commerce</b>	
<b>Location:</b>	<b>Majuro, Marshall Islands</b>	
<b>Reports to:</b>	<b>Secretary</b>	

**JOB PURPOSE:**

Assist the Secretary in the overall supervision of the Ministry and in the formulation and implementation of approved national strategies to strengthen and safeguarding RMI's natural resources and facilitating trade and commerce.

**KEY RESPONSIBILITIES:**

1. Under the directive of the Secretary, responsible for the overall organizing, planning, directing, coordinating and maintain the various functions within the Ministry, i.e ., agriculture development, animal and plant pests and diseases prevention, trade facilitation and development;
2. Participate in the development and implementation of the Ministry's policies and strategies on trade and socioeconomic development and income generation activities for agriculture and related industries particularly the copra, handicrafts, fisheries, tourism and related industries;
3. Assist Divisional Chiefs in the planning, formulation and management of project and programs;
4. Provide technical assistance and collaborative initiative, particularly with agencies and state-owned enterprises within the Portfolio of the Ministry;
5. Perform monthly, quarterly and annual quantitative and qualitative reports and other data reports as needed and required by the Ministry and International partners;
6. Initiate plans to improve the performance of the program areas within the Ministry and ensure full participation and engagement with national, regional and international stakeholders including non-governmental organizations and community-based organizations; and
7. Perform other duties as mandates and assigned

## **MAIN DUTIES/ TASKS:**

- 1.1 Develop policy and plans for the effective development and implementation NRC's service in the RMI;
- 1.2 Provide efficient and effective services for recruiting qualified personnel and retain and maintain a number based on need;
- 1.3 Coordinate preparation and administration of the annual budget;
- 1.4 Identify, develop and direct initiatives to further support the function and mandate of the Ministry;
- 2.1 Improve information collection and management to develop detailed plans for the Ministry;
- 2.2 Ensure legislation and government policy is conducive to further develop the services of the Ministry;
- 2.3 Collaborate with relevant ministries and agencies to monitor the implementation of national policies and strategic plans;
- 2.4 Maintain and enhance national, regional and international partnerships to support the mission of NRC;
- 3.1 Assist the Secretary to secure the necessary funding from the RMI Government and/or other donors to ensure NRC's programs are implemented;
- 3.2 Conduct research, hold high-level discussions for system-wide improvements and other required and necessary reform initiatives;
- 3.3 Collaborate with Divisional Chiefs to monitor the implementation of national policies and strategic plan (i.e., food security policy, trade policy framework, NRC strategic plan, etc.);
- 4.1 Align NRC's public relations functions with priorities of the National Strategic Plan, Agenda 2020, SDGs, etc.;
- 4.2 Development and aid coordination with other Ministries, Department and Agencies;
- 5.1 Improve the current framework of performance-based outcomes and outputs to enhance the usefulness of the system for policy and decision making including the portion of quarterly reports;
- 5.2 Hold budget consultations with budget holders (Divisions and programmed areas) to ensure transparency in the budget process;
- 5.3 Establish quantitative measures of effectiveness or levels of service for all NRC outcomes and outputs;
- 6.1 Strengthen the employee performance evaluation system and implement PSC's rules and regulations;
- 6.2 Ensure that required procedures and internal controls are followed in consistence with the RMI Procurement Code and Finance's SOP;
- 6.3 Carry out all general delivery support services for the efficient operations of NRC;
- 7.1 Participate in local, regional and international meetings and forums to share NRC's views and goals; and

## **DESIRABLE REQUIREMENTS:**

- Graduated from a recognized and accredited institution with a degree in Economics, Public Administration, or related fields, or five (5) years work experience in administrative and managerial duties; OR, any other equivalent combination of education and experience which may be acceptable to the Public Service Commission.

## **Key skills/attributes:**

- Experience of financial control and budgeting;
- Effective policy formulation and evaluation skills;
- Excellent verbal and written communication 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

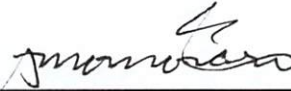
information, please contact the email addresses: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

The Completed application must be received at the Public Service Commission by: **25<sup>th</sup> of September, 2025**

Issued by the Public Service Commission on this **24<sup>th</sup> of September 2025.**



Mr. Jendrikdrik Paul  
Acting Chairman, PSC



Mr. Almo Momotaro  
Commissioner, Personnel- PSC