



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

• Email : [pscrmi.mh@gmail.com](mailto:pscrmi.mh@gmail.com) • [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)

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

*EA NO: RMI-175-26*  
*OPENING DATE: 9/28/2026*  
*CLOSING DATE: 10/12/2026*

**EMPLOYMENT ANNOUNCEMENT**

*Ref to CM of 9/8/2026*

|                                |                                |                                           |
|--------------------------------|--------------------------------|-------------------------------------------|
| <b>Position Title:</b>         | IT Director                    |                                           |
| <b>Grade and Salary (P/L):</b> | Grade:13/1-13/3                | Salary: \$27,000.00-\$30,000.00 per annum |
| <b>Ministry and Division:</b>  | Office of the Attorney General | Division of Criminal                      |
| <b>Location:</b>               | Majuro                         |                                           |
| <b>Reports to:</b>             | Attorney General               |                                           |

**JOB PURPOSE:** To provide, supervise and direct all services of Information Technology in the Office of the Attorney General

**KEY RESPONSIBILITIES:**

1. IT Operations & Infrastructure Manager
2. Website & Digital Service Development
3. Strategic Assistance & Personnel Supervision

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Maintain the Office Computer and the Passport Systems efficiently
- 1.2 Provide appropriate levels of computer and data communication services to all users within the office
- 1.3 Maintain all assigned data communications facilities in proper working conditions
- 1.4 Perform computer maintenance and minor repairs to ensure operational continuity
- 1.5 Maintain the network backbone and computer systems to prevent downtime
- 1.6 Conduct systems and requirement analysis and applicable system designs
- 1.7 Take accountability for the performance of project tasks
- 1.8 Secure successful implementation, maintenance, and data integrity of application systems, including the Office's HR Database
- 1.9 Develop and maintain procedures for file control, file and space allocation and operational methods
- 2.1 Manage the strategic planning and expansion of the Office Website
- 2.2 Deliver accessible online client and customer services
- 2.3 Establish reliable user support systems for internal staff
- 2.4 Assist in developing comprehensive system specifications, including requirement tracking, design, programming, and documentation

- 2.5 Execute rigorous test conversions and system implementations
- 2.6 Assist in the design of new forms for computer application use and develop control procedures
- 3.1 Supervise network personnel and provide hands-on technical support as needed
- 3.2 Provide technical assistance to all program areas in the Office regarding the planning and execution of information technology systems
- 3.3 Work closely with user departments to resolve conflicts and ease the conversion to automated data processing
- 3.4 Conduct departmental training programs consistent with identified user needs and hardware/software characteristics

## **DESIRABLE REQUIREMENTS:**

### **Qualifications:**

- Graduated from a recognized university with a bachelor's degree in communications, Computer Administration, Computer Science, plus at least two (2) years of work experience in telecommunications, data processing and/or information technology, OR any combination of education and experience, which may be acceptable to the Public Service Commission
- Able to speak in English and Marshallese

### **Skills:**

- Technical skills
- Organizational skills
- Good Public relations/ Interpersonal skills
- Communication skills
- Decision making skills
- A meticulous and methodical nature
- Patient with a logical mind and capable of working well under pressure
- Enthusiasm to be continuously learning

## **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](http://pscrmi.net). For more information, please contact the email address: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

The complete application must be received at the Public Service Commission by **12<sup>th</sup> of October 2026**

Issued by the Public Service Commission on this **28<sup>th</sup> of September 2026**



---

Mr. Jendrikdrik Paul  
Chairman, PSC



---

Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC



---

Mr. Almo Momotaro  
Commissioner, PSC