



Republic of the Marshall Islands
Office of the Public Service Commission

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EA NO: RMI-025-26

OPENING DATE: 02/2/2026

CLOSING DATE: 02/13/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 1/22/26

Position Title:	Receptionist	
Grade and Salary (P/L):	Grade: 9/1-9/5	Salary: \$13,045.00 - \$17,025.00 per annum
Ministry and Division:	Ministry of Justice, Immigration and Labor	Division of Immigration
Location:	Majuro	
Reports to:	Officer-in-Charge	

JOB PURPOSE: The Receptionist serves as the first point of contact for the Division of Immigration, providing frontline client service and administrative support. This position is responsible for greeting and assisting visitors and applicants, answering phone calls and emails, managing document intake and return, and ensuring professional and efficient reception operations.

Under the direction of the Mid-Level Enrollment & Administration Officer and Officer-in-Charge, the Reception Officer also supports administrative, visa processing, and general office duties as needed. This officer is expected to learn all aspects of immigration operations, including visa processing and border clearance, to provide backup coverage during staff shortages or high-demand periods

Key Responsibilities

1. Provide professional reception and client service
2. Manage communication and inquiries
3. Handle document intake and release
4. Support administrative and office operations
5. Assist immigration operations when required
6. Maintain confidentiality and integrity

Main Duties and Outcomes:

- 1.1 Greet and assist visitors and applicants courteously
- 2.1 Answer calls and emails and direct inquiries
- 3.1 Log and track applications and documents

- 4.1 Issue payment slips and maintain records
- 5.1 Support visa and border processing during peak periods
- 6.1 Ensure organized and efficient reception operations

Desirable Requirements

Qualifications:

- Associate Degree from a recognized College in Information Technology, Computer Science, Cyber Security, or a related field or
- At least two (2) year of experience in Customer service or Administrative experience

Skills and Competencies:

- Strong communication skills
- Microsoft Office proficiency
- Organizational and multitasking ability
- Professional demeanor

FILING INSTRUCTIONS:

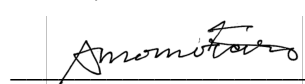
- Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website- pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

The complete application must be received at the Public Service Commission by: 13th February, 2026

Issued by the Public Service Commission on: 2nd February, 2026.



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC