



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

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**EA NO: RMI-050-26**  
**OPENING DATE: 3/16/2026**  
**CLOSING DATE: Until Filled**

**EMPLOYMENT ANNOUNCEMENT**

REF: CM of 3/3/2026

<b>Position Title:</b>	<b>Quality Assurance &amp; Quality Improvement (QA/QI) Coordinator</b>	
<b>Grade and Salary (P/L):</b>	<b>PL 11/1 - 11/3</b>	<b>\$21,000.00 - \$23,000.00 p.a</b>
<b>Ministry and Division:</b>	<b>Ministry of Health &amp; Human Services</b>	<b>Office Health Planning, Policy, Preparedness, Personnel &amp; Epidemiology</b>
<b>Location:</b>	<b>Majuro</b>	
<b>Reports to:</b>	<b>Director of Performance Management (PM)</b>	

**JOB PURPOSE:** The QA/QI Coordinator shall coordinate and implement quality management and quality improvement program for MOHHS; and works closely with the Performance Improvement Director to ensure programs and services are implemented at the highest standards.

**KEY RESPONSIBILITIES:**

1. Coordination of QA/QI Activities
2. Performance Measurement & Improvement
3. Stakeholder engagement & Problem Solving
4. Voice-of-Customer/ Voice-of-Staff feedback loops
5. Reporting and Governance

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Coordinate and implement quality management and quality improvement program for MOHHS
- 1.2 Organize and facilitate monthly QA&QI meetings
- 1.3 Maintain QA&QI program schedule, document QI study progress
- 2.1 Coordinate collection of performance data, identify opportunities for improvement and present findings
- 2.2 Support and Coordinate chart audits
- 3.1 Work closely with the Performance Management Director to identify systems related problems and work collaboratively with staff to resolve
- 4.1 Ensure staff satisfaction surveys, patient satisfaction surveys are conducted, and data analyzed
- 4.2 Oversee patient satisfaction surveys, compilation and analysis for meaningful information
- 5.1 Responsible for collecting and reporting of quality measures to the Performance Director

5.2 prepare reports on progress towards key performance indicators a problem area

**DESIRABLE REQUIREMENTS:**

**Qualifications:**

- Bachelor degree in Health Administration, Nursing, or medical field
- Or 5 years of experience in the Health Administration or Medical/ Clinical environment.

**Skills:**

- Data management knowledge;
- High level of interpersonal skills and the ability to facility effective communication among all level of staff, patients and outside organizations;
- Attention to detail;
- Reliable with excellent timekeeping;
- Self-motivated with a willing and friendly approach;
- Demonstrates ability to function both, independently and in collaboration with other professionals.

**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)).

Issued by the Public Service Commission on this **16<sup>th</sup> of March, 2026.**



Mr. Jendrikdrik Paul  
Chairman, PSC



Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC



Mr. Almo Momotaro  
Commissioner, PSC