



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-119-25
OPENING DATE: 7/22/2025
CLOSING DATE: 8/05/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM: 7/8/2025

Position Title:	Communication & Public Relations Officer	
Grade and Salary (P/L):	Grade: PL 9/1-9/5	Salary: \$13,045.00 -\$17,025.00 pa
Ministry and Division:	Ministry of Internal Affairs	
Location:	Majuro	
Reports to:	Chief of Admin. Personnel & Finance	

JOB PURPOSE: Support the development and implementation of the Ministry's communication strategies, assist with media relations, and contribute to our social media presence

KEY RESPONSIBILITIES:

1. Develop and implement communication & public relation strategies
2. Provide data report
3. Perform other duties within the capacity, qualification and experience normally expected from a person occupying position as this classification

MAIN DUTIES AND OUTCOMES:

- 1.1 Assist in creating engaging and high-quality content for various communication channels, including newsletters, press releases, blog posts, and social media.
- 1.2 Collaborate with team members to develop and maintain a content calendar
- 1.3 Help manage and grow the ministry's social media profiles and presence, including Facebook, Twitter, LinkedIn, Instagram, and other relevant platforms
- 1.4 Monitor social media channels for relevant trends and relevant news, and suggest creative ways to promote the ministry's mission and engage the audience
- 1.5 Support the communication team in building and maintaining relationships iwht media contacts
- 1.6 Assist in the preparation and distribution of press releases and other media materials in collaboration with V7AB Radio Station
- 1.7 Contribute to the development and dissemination of internal communications materials to keep employees informed and engaged

- 1.8 Assist in organizing and promoting internal events and initiatives
- 1.9 Ensure all communication materials adhere to the ministry's protocol guidelines and tone of voice
- 1.10 Assist in maintaining and updating the ministry's website content
- 1.11 Conduct research on communication trends and audience preference
- 1.12 Participate in all meetings, workshops and training locally and internationally
- 1.13 Prepare minutes to monthly meetings
- 2.1 Analyze and report on the effectiveness of communication campaigns and suggest improvements
- 3.1 Performs other related duties and assignments as required

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduation from a recognized college with an Associate Degree in Communication, Public Relations, Journalist, Marketing OR
- At least 1-2 years' work experience in Communications, Public Relation, Social Media Management or a related role (internship and part-time roles considered) OR
- Any other equivalent combination of education and experience which may be acceptable to the Public Services Commission
- English/Marshallese

Skills:

- A proactive and enthusiastic attitude
- High level of interpersonal skills and the ability to facilitate effective communication among all level of staff and outside organizations;
- Caring and quality driven commitment to provide excellent services;
- Attention to detail;
- Reliable with excellent timekeeping;
- Self-motivated with a willing and friendly approach;
- Demonstrated ability to function both, independently and as part of a team
- Computer skills including: internet, e-mail, (MS Outlook) MS Excel, and MS Word
- Excellent written and verbal communication skills
- Proficiency in social media platforms and digital communication tools
- Strong organizational and time-management skills
- Creative thinking and problem-solving abilities
- Basic knowledge of graphic design and content creation tools (e.g., Canva, Adobe, Creative Suite) is a plus
- Fluent in both Marshallese & English

FILING INSTRUCTIONS

Secure application forms 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 PSC email address at: pscrmi.recruit@gmail.com

The Completed application must be received at the Public Service Commission by: 5th of August, 2025.

Issued by the Public Service Commission on this day: 22nd July, 2025



Mr. Jendrikdrik Paul
Acting Chairperson, PSC



Mr. Almo Momotaro
Commissioner, PSC