



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA NO: RMI-141-26

OPENING DATE: 7/31/2026

CLOSING DATE: 8/14/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 7/21/2026

Position Title:	Program Coordinator	
Grade and Salary (P/L):	11/1-11/5	Salary: \$21,000.00-\$23,000.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Bureau of Primary Health Care Services
Location:	Majuro	
Reports to:	RMI Cancer Program Director	

JOB PURPOSE: Ensure the successful planning, implementation, and evaluation of a program by managing its activities, budget, resources, and staff to align with organizational goals and deadlines

KEY RESPONSIBILITIES:

1. Program Coordination & Panning
2. Fiscal Accountability
3. Stakeholder Management
4. Communication & Advocacy
5. Monitoring & Quality Evaluation
6. Administrative Support

MAIN DUTIES AND OUTCOMES:

- 1.1 Participate directly in strategic planning workshop for coalition activities
- 1.2 Provide execution support to operationalize the coalition's long-term cancer plan
- 2.1 Maintain financial tracking ledgers for coalition operational budget lines
- 2.2 Cross-reference program expenditures against fiscal policies to ensure proper documentation
- 3.1 Coordinate collaboration efforts among active external coalition members
- 3.2 Execute targeted outreach and recruitment workflows to expand general membership
- 4.1 Draft public-facing content to highlight programmatic milestones and successes
- 4.2 Distribute informational assets explaining core elements of the cancer plan
- 5.1 Track milestone performance metrics against national cancer control plans
- 5.2 Participate in seasonal evaluations to document operational outcomes
- 6.1 Collect submission items to generate official meeting agendas for the coalition
- 6.2 Record accurate minutes during official assembly sessions for immediate distribution

6.3 Manage a centralized digital database containing files, logs, and activity records

DESIRABLE REQUIREMENTS:

Qualifications:

- A Bachelor Degree in Public Health, Health Services Administration or Public Administration; Or
- 2-3 years of experience explicitly within a government ministry, public sector project, or health-focused-non-governmental organization

Skills:

- Advanced Microsoft Excel Tracking
- Structured Document Drafting
- Database Administrator
- Diplomatic Stakeholder Liaison
- Cross-Culture Communication
- Proactive Self-Management

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: **14th of August, 2026**

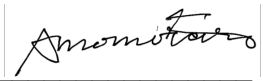
Issued by the Public Service Commission on this **31st of July, 2026**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC