



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-064-26

Opening Date: 6/15/2026

Closing Date: Until Filled

EMPLOYMENT ANNOUNCEMENT

CM of 6/4/2026

Position Title:	IT Manager	
Grade and Salary (P/L):	Grade: PL – 13/1	Salary: \$30,000.00 p.a
Ministry and Division:	Ministry of Culture & Internal Affairs	
Location:	Majuro	
Reports to:	Chief of Admin., Personnel & Finance	

JOB PURPOSE: To plan, manage, maintain, and improve the Ministry of Culture & Internal Affairs’ information technology systems to ensure reliable, secure, and efficient access to computer networks, software, web services, and data required for daily operations and public service delivery.

KEY RESPONSIBILITIES:

1. IT Systems Management
2. Information Security
3. Website and Digital Platforms
4. Technical Support
5. IT Planning and Upgrades
6. Reporting and Other Duties

MAIN DUTIES AND OUTCOMES:

- 1.1 Install, configure, monitor, and maintain computer hardware, software, and local servers
- 1.2 Ensure IT systems are operational, efficient, and meet ministry requirements.
- 2.1 Implement security measures and monitor system compliance and certificates.
- 2.2 Safeguard data, files, and communications used across ministry networks
- 3.1 Design, develop, and maintain ministry websites, including Alele Museum and CHIP Office sites.
- 3.2 Manage ministry social media pages and publish reports for public and stakeholder Access

- 4.1 Provide technical assistance and troubleshoot hardware and software issues for staff.
- 4.2 Support virtual meetings and interlink systems with external networks as required
- 5.1 Install and update required software and hardware.
- 5.2 Anticipate, estimate, and report costs for system replacements and upgrades annually
- 6.1 Compile and submit quarterly IT project and activity reports
- 6.2 Perform other related tasks as assigned by management

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor’s Degree in Information Technology or a related field from a recognized college or university

Skills:

- Ability to design and develop websites and web pages
- Strong computer troubleshooting and technical support skills.
- Proficient in server management and network systems
- Good report-writing and communication skills

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).


Issued by the Public Service Commission on this 15th of June, 2026



**Mr. Jendrikdrik Paul,
Chairman, PSC**



**Mrs. Annaruth Reiher-Samuel
Commissioner, PSC**



**Mr. Almo Momotaro
Commissioner, PSC**