



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

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• Web-site : [pscrmi.net](http://pscrmi.net)

**EA NO: RMI-014-26**

**OPENING DATE: 1/30/2026**

**CLOSING DATE: 2/12/2026**

**EMPLOYMENT ANNOUNCEMENT**

*CM of 1/23/2026*

Position Title:	Administrative Officer	
Grade and Salary (P/L):	PL 9/1 ~ 9/5	\$13,045.00 -\$17,025.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Bureau of Medical Referral Program
Location:	Majuro	
Reports to:	Assistant Secretary of Referral Office	

**JOB PURPOSE:** To provide administrative and clerical support to the department of Medical Referral.

**KEY RESPONSIBILITIES:**

1. Assist in administrative and Secretarial Services
2. Assist with preparation and coordination of activities
3. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Provide administrative and secretarial services and support to the Emergency Management Division and the Hospital Administration
- 1.2 Maintain files and records pertaining to activities of Division
- 1.3 Assist with procuring or contracting services, equipment, and supplies relevant to the services of the Emergency Management Division
- 2.1 Assist with preparation and coordination of activities outlined under the Emergency Preparedness initiatives
- 2.2 Interface with Agencies, Ministries, and other stakeholder and vendors of interest to the Emergency Preparedness activities

**DESIRABLE REQUIREMENTS:**

**Qualification:**

- Graduate from a recognized college with an AS Degree and at least one year of work experience as an Administrative Officer. OR any combination of education and experience which may acceptable to the Public Service Commission
- Two (2) years of work experiences

**Skills:**

- Customer Service, caring and has a desire to serve others
- Strong organizational skill, ability to multi-task and set priorities and get desired results
- Accurate, efficient, and dependable
- Drive for continuous improvement and excellence
- Adapt readily to changes in ways of doing things
- Active learner, strong verbal, and written communications with all levels of people and work well in diverse teams
- Negotiation and influencing skills and Problem solving skills
- Computer skills: Excel, Wording, and Outlook

**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).

The Completed application must be received at the Public Service Commission by: **12<sup>th</sup> of February, 2026**

Issued by the Public Service Commission on this **30<sup>th</sup> of January, 2026.**



Mr. Jendrikdrik Paul  
Chairman, PSC



Mr. Almo Momotaro  
Commissioner, PSC