



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-219-25

OPENING DATE: 11/26/2025

CLOSING DATE: 12/10/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 11/5/2025

Position Title:	Nurse Patient Coordinator (2 Posts)	
Grade and Salary (P/L):	Grade:11/1-11/3	Salary:\$21,000.00-\$23,000.00 per annum+ COLA
Ministry and Division:	Ministry of Health & Human Services	Bureau of Medical Referral Program
Location:	Manila & Taiwan	
Reports to:	Report directly to the Director of Medical Referral Office	

JOB PURPOSE: To provide necessary administrative management and patient care services for the Medical Referral Office.

KEY RESPONSIBILITIES:

1. Provide patient services.
2. Provide translation.
3. Process report.
4. Flexibility in Task Execution

MAIN DUTIES AND OUTCOMES:(list no more than 2 related tasks to each responsibility)

- 1.1 Housing arrangements for referred patients and their escort.
- 1.2 Orientation on rules and regulations of housing and transportation to referred patients.
- 2.1 Provide interpretation to patients when needed.
- 3.1 Compile and submit weekly patient status reports to the Director of MRO for review and submission for patients referred off island by the Medical Referral Committee.
- 3.2 Process require quarterly reports for the MRO Operation and submits them to the Director of MRO.
- 4.1 Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduate from a recognize University with a Bachelor Degree in Nursing with 3-5 years of work experience or any relevant experiences that may be acceptable to the Office of the Public Service Commission.
- Able to speak and write both in English and Marshallese
- Possess a valid driver's license

Skills:

- Proficient in Microsoft excel, word, word processing and power point.
- Computer skills
- Communication skills
- Teamwork oriented
- Management skills on competing priorities

FILING INSTRUCTIONS:

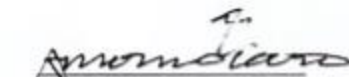
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: 10th December, 2025

Issued by the Public Service Commission on this 26th November, 2025.



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC