



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498

• Email : pscrmi.mh@gmail.com • pscrmi.recruit@gmail.com

• Web-site : pscrmi.net

EA NO: RMI-140-26

OPENING DATE: 7/31/2026

CLOSING DATE: 8/14/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 7/21/2026

Position Title:	Data Encoder	
Grade and Salary (P/L):	9/1-9/5	Salary: \$13,045.00-\$17,025.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Division of Health Planning, Policy and Epidemiology
Location:	Majuro	
Reports to:	Senior Epidemiologist	

JOB PURPOSE: To accurately and efficiently input, organize, and maintain data of the National Breast and Cervical Cancer Early Detection Program (NBCCEDP) into digital databases and computer files, ensuring data integrity and accuracy to support the program.

KEY RESPONSIBILITIES:

1. Data Operations, encoding, and updating in the database
2. Verifying data completeness and accuracy
3. Ensuring data confidentiality and security
4. Generating data reports, tracking, and monitoring for the program

MAIN DUTIES AND OUTCOMES:

- 1.1 Encode all patient data from the Minimum Data Elements (MDE) forms to the data system
- 1.2 Maintain the program's data system, which is the Cancer Screening and Tracking
- 1.3 Update patient data in the system
- 2.1 Check all incoming information to ensure no data fields are missing
- 2.2 Audit system entries to verify the accuracy of patient health history records
- 3.1 Secure sensitive medical records against unauthorized access
- 3.2 Handle all personal health information according to the ministry confidentiality protocols
- 4.1 General client reminders and provide reminders about clients due for screening
- 4.2 Generate the patient-level data report
- 4.3 Participate in program monitoring and evaluation

DESIRABLE REQUIREMENTS:

Qualifications:

- An Associate Degree in Information Technology, Health Informatics, Business Administration, or related field with a strong focus on data management and Computer Operations
- Minimum of 2 years of working experience in data entry, clerical administration, or a related data-processing role, or any equivalent combination acceptable to the Office of the Public Service Commission

Skills

- Excellent typing Speed and accuracy
- Strong Computer Literacy (especially with Microsoft Office)
- Good attention to detail to ensure data accuracy
- Effective time management and organizational skills
- Strong problem-solving abilities
- Ability to maintain strict confidentiality
- Ability to adapt and learn new software, especially the Cancer Screening and Tracking System (CaST)

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