



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA: RMI-216-25

OPENING DATE: 11/14/2025

CLOSING DATE: 11/28/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 11/7/2025

Position Title:	Program Specialist/ Evaluator	
Grade and Salary (P/L):	Grade:10/1-10/3	Salary:\$18,000.00-\$20,000.00pa
Ministry and Division:	Ministry of Health & Human Services	Bureau of Primary Health Services
Location:	Majuro	
Reports to:	Report directly to NCCCP Program Director	

JOB PURPOSE: Responsible to assist Program Director (PD) with day-to-day operations; assist and facilitate internet data transfers to Cancer Registrar; assist PD with implementation of program activities; assist with planning and implementation of community outreach with Health Promotion and Disease Prevention Program; create public relations and advocacies with communities and coalitions; oversee weekly staff meetings in Majuro; process paperwork and other administrative activities of the program; and provide quarterly progress reports; Conduct local evaluation activities.

KEY RESPONSIBILITIES:

1. Assist in implementation of program.
2. Assist in monitoring and evaluating the activities of the program
3. Fiscal tracking system for NCCCP; other administrative needs
4. Assist in educating communities, schools, and the public about prevention measures for those without cancer.
5. Carry out additional tasks that are reasonable and appropriate for the role

MAIN DUTIES AND OUTCOMES:

- 1.1 Assist NCCCP Program Director to carry out administrative functions in the management of the Cancer Comprehensive Program, including, but not limited to, process and follow-up of Government procurement and requisition requests
- 1.2 Development and implementation of work plan, under the supervision of the Program Director, to network with community groups, non-governmental agencies, and governmental agencies in the two urban centers of community awareness activities on cancer issues and

concerns targeting partnership in implementing activities on healthy lifestyles and choices related to cancer screening and education, food safety and physical activities

2.1 Develop, for review and dissemination, all necessary surveillance and educational materials for community awareness and outreach on cancer issues, services and treatment such as surveys, leaflets, posters, brochures, news articles and pamphlets.

2.2 Collect and compile surveys, evaluations and other data for review for all quarterly internal reports and required interim and annual reports for NCCCP and develop a system to record and file all program reports

2.3 Participate in all NCCCP-related meetings, including National Cancer Coalition, to assist in coordination of program activities in the Cancer Plan, and write and file minutes of each meeting

2.4 Implement fiscal tracking system for the Cancer Comprehensive Program and coordinate with the MOHHS Office of Finance and Ministry of Finance on all required financial reports for the program.

3.1 Develop mechanisms to monitor and evaluate the activities of the program for review and endorsement by the Program Director

3.2 Provide assistance necessary in writing the grant proposal for the Cancer Comprehensive Program for submission to the funding agencies.

4.1 Development and implementation of work plan, under supervision of the Program Director, to ensure required activities and services are well coordinated and carried out within the Ministry programs such as Reproductive Health, Tobacco Initiatives, Nutrition and Diabetes Preventive Services, Public Health and Clinical Services, as requested.

5.1 Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification.

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree in social sciences, public policy, education, public health, or a related field. Or at least 4 years of work experiences or any combination of relevant experiences that may be acceptable to the office of the Public Service Commission

Skills:

- Analytical and Research Skills: Ability to design and implement evaluation plans, collect and analyze qualitative and quantitative data, and interpret results
- Knowledge of Evaluation Methodologies: Familiarity with frameworks, logic models, and performance measurement systems
- Statistical Tools: Experience with software like SPSS, R, or Python for data analysis; knowledge of data visualization tools (Tableau, Power BI is a plus).
- Communication Skills: Ability to prepare clear reports and present findings to stakeholders
- Project Management: Skills in planning, organizing, and coordinating evaluation activities

FILING INSTRUCTIONS:

Secure application form from the Public Service Commission's Office in Majuro and the

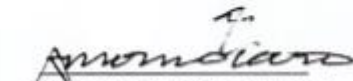
Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email addresses: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **28th of November, 2025**

Issued by the Public Service Commission on this **14th of November, 2025.**



Mr. Jendrikdrik Paul
Chairman, PSC


Mr. Almo Momotaro
Commissioner, PSC