



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA: RMI-182-26

OPENING DATE: 9/30/2026

CLOSING DATE: 10/13/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 9/18/2026

Position Title:	Librarian	
Grade and Salary (P/L):	Grade:10/1-10/3	Salary: \$18,000.00-\$20,000.00 per annum
Ministry and Division:	Nitijela	
Location:	Majuro	
Reports to:	Assistant Clerk & Clerk	

JOB PURPOSE: The Librarian is responsible for supporting the Information Resources section of the Nitijela Library by providing effective access to the library collection of printed and electronic resources. This role ensures the information needs of the Members of the Nitijela, and other Library clients are met efficiently.

KEY RESPONSIBILITIES:

1. Acquire and Compile
2. Preserve and Conserve
3. Organize and Maintain
4. Track and Repot
5. Catalog and Record
6. Collaborate with ICT Staff

MAIN DUTIES AND OUTCOMES:

- 1.1 Assist in identifying and processing new library resources for acquisition
- 2.1 Monitor Special storage conditions for old, valuable, and rare historical books
- 3.1 Arrange physical and electronic materials systematically to ensure quick user access
- 4.1 Maintain and up-to-date tracking log of all active bills and resolutions
- 5.1 Handle daily cataloging entries and assist public or members at the reference desk
- 6.1 Report information system glitches and submit website data updates to ICT Support

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree in library and information Science, Information Management, or related field; or
- 2-3 years of experience in library operations

Skills:

- Legislative Archiving & Legal Research
- Digital Database & Information Management
- Cataloging & Inventory Preservation
- Professional Customer Service & Discretion

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: **13th October 2026**

Issued by the Public Service Commission on this **30th of September 2026.**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC