



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-039-26

OPENING DATE: 2/27/2026

CLOSING DATE: 3/13/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 2/20/2026

Position Title:	Executive Assistant to the Chief Secretary	
Grade and Salary (P/L):	Grade:11/1-15/3	Salary:\$21,000.00-\$23,000.00 per annum
Ministry and Division:	Office of the Chief Secretary	Administration
Location:	Majuro	
Reports to:	Chief Secretary	

JOB PURPOSE: Responsible for supporting the Chief Secretary and the Office by providing secretarial and administrative support. Provide administrative support and performs numerous duties including scheduling, emailing, assist visions, routing calls and answering questions and requests. Provide confidential secretarial support for the Chief Secretary in their managerial role

KEY RESPONSIBILITIES:

- 1 Confidentiality & Information Management
2. Records & Document Management
3. Administrative & Office Support
4. Calendar & Scheduling
5. Workflow & Process Improvement
6. Professional Representation
7. Other Duties

MAIN DUTIES AND OUTCOMES:

- 1.1 Ensure the confidentiality of sensitive information and documentation
- 1.2 Follow the prescribed for handling confidential information using the secure and safe filing system
- 2.1 Manage the Chief Secretary’s records management system (filing)
- 2.2 Received, scan, distribute and file all incoming/outgoing documentation
- 2.3 Ensure ongoing filing of all documentation and files
- 3.1 Coordination of incoming calls, visitors and correspondence (e.g., memos, minutes, letters),
- 3.2 prepare agendas for the Chief Secretary’s weekly meetings and provide other administrative tasks as required
- 3.3 Identify matters of urgent attention, action and follow up in a timely manner. Complete broad variety of administrative tasks that facilitate the Chief Secretary, including; assisting with special

Projects, producing complex documents, collecting and preparing information for meetings with staff and outside parties

4.1 Coordinates and facilitates the Chief Secretary's calendar to arrange meetings, appointments, and conferences

4.2 Provide calendar management for ICC. Prioritize inquires and required and requests while troubleshooting scheduling conflicts, prepare invoices for users and ensure users understands the ICC policy; make judgements and recommendations to ensure smooth day-to-day engagements

5.1 Identify the recommending improvements to achieve work practice efficiencies

6.1 Promote the image and reputation of the Office of the Chief Secretary though the provision of professional services

6.2 Showing professional work ethic at all times as a key representative of the Chief Secretary

7.1 Do other duties as assigned by the Chief Secretary from time to time

7.2 Work with others on strengthening internal processes by recommending chargers

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's Degree in Administrations
- 2 years' relevant experience

Skills:

- High Level Administration skills
- Sound Organizational skills
- High Level communication and relationship skills
- Good computer skills

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: **13th of March, 2026**

Issued by the Public Service Commission on this **27th of February, 2026**



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC