



Republic of the Marshall Islands
Office of the Public Service Commission

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EA NO: RMI-043-26
OPENING DATE: 3/6/2026
CLOSING DATE: 3/20/2026

EMPLOYMENT ANNOUNCEMENT

CM of 2/20/2026

Position Title:	Administrative Assistant	
Grade and Salary (P/L):	Grade: PL 9/1-9/5	Salary: \$13,045.00-\$17,025.00 p. a
Ministry and Division:	Ministry of Health and Human Services	Pharmacy
Location:	Majuro	
Reports to:	Assistant Secretary of MAHCS	

JOB PURPOSE: To provide administrative and clerical services.

KEY RESPONSIBILITIES:

1. Assist in administrative and secretarial services.
2. Assist with preparation and coordinator of activities.
3. Perform other duties within the capacity, qualification and experience normally expected from the person occupying position as this classification.

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide administrative and secretarial services and support to the Emergency Management Division and the Hospital Administration.
- 1.2 Maintain files and records pertaining to activities of the Division.
- 1.3 Assist with procuring and contracting services, equipment, and supplies relevant to the services of the Emergency Management Division.
- 2.1 Assist with preparation and coordination of activities outlined under the Emergency Preparedness initiatives.
- 2.2 Interface with Agencies, Ministries, and other stakeholder and vendors of interest to the Emergency Preparedness activities.

DESIRABLE REQUIREMENTS:

Qualifications:

- AS degree in Administration/Accounting or 3 years of experience in the related field.

- OR any combination of education and experience that may be acceptable to the Public Service Commission.

Skills:

- Professional demeanor and attitude
- Trustworthy, able to respect confidentiality
- Familiarity with office organization techniques
- Capable of multitasking; strong time management
- Well-organized, detail-oriented
- Strong Writing ability
- Expellant verbal communication
- Proficient with computers, especially in MS Office

FILING INSTRUCTIONS:

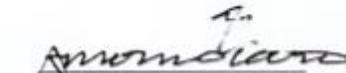
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

The complete application must be received at the Public Service Commission by: **20th of March, 2026**

Issued by the Public Service Commission on this **6th of March, 2026**



Mr. Jendrikdrik Paul
Chairman, PSC


Mr. Almo Momotaro
Commissioner, PSC