



**REPUBLIC OF THE MARSHALL ISLANDS**  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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*EA NO: RMI-040-26*

*OPENING DATE: 2/27/2026*

*CLOSING DATE: 3/13/2026*

**EMPLOYMENT ANNOUNCEMENT**

*Ref to CM of 2/20/2026*

<b>Position Title:</b>	Assistant to the Deputy Chief Secretary, Digital unit	
<b>Grade and Salary (P/L):</b>	Grade:15/1-15/3	Salary:\$32,000.00-\$36,000.00 per annum
<b>Ministry and Division:</b>	Office of the Chief Secretary	Digital Unit
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Deputy Chief Secretary, Digital Unit	

**JOB PURPOSE:** To maintain and enhance the government’s digital presence by managing online content, ensuring accuracy and accessibility, and supporting digital communications aligned with the RMI Digital and Technology Plan

**KEY RESPONSIBILITIES:**

1. Maintain a consistent and reliable government online presence
2. Implement and uphold the content governance framework
3. Improve accessibility and citizen experience across digital channels
4. Strengthen inter-ministerial coordination for public information releases
5. Ensure timely and accurate dissemination of emergency communications
6. Enhance data security and content integrity
7. Monitor and report on digital platform analytics
8. Strengthened coordination between ministries for public information release
9. Timely and accurate dissemination of emergency communications and public announcements
10. Enhanced data security and integrity in collaboration with data and cybersecurity officers
11. Regular monitoring and reporting of digital platform analytics to inform continuous improvement
12. Capacity building through training of departmental focal points in digital communication and publishing practices
13. Compliance with government branding and accessibility standards across all digital content
14. Technical and editorial support provided to ministries using content management systems

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Maintain and update the government’s central web platform and affiliated digital channels

- 2.1 Ensure all published materials are accurate, current, and compliant with accessibility and branding standards
- 3.1 Assist the GCIO in developing and implementing digital communication strategies and content guidelines
- 4.1 Provide technical and editorial support to ministries using the CMS (SharePoint, WordPress are examples)
- 5.1 Manage coordination of public announcements, press releases, and emergency communications online
- 6.1 Monitor and report on platform analytical and engagement metrics
- 7.1 Support data accuracy and secure information presentation in collaboration with the CDO and CISO
- 8.1 Improved accessibility and citizen experience across digital channels
- 9.1 Strengthened coordination between ministries for public information release
- 10.1 Timely and accurate dissemination of emergency communications and public announcements
- 11.1 Enhanced data security and integrity in collaboration with data and cybersecurity officers
- 12.1 Regular monitoring and reporting of digital platform analytics to inform continuous improvement
- 13.1 Capacity building through training of departmental focal points in digital communication and publishing practices
- 14.1 Compliance with government branding and accessibility standards across all digital content
- 15.1 Technical and editorial support provided to ministries using content management systems

## **DESIRABLE REQUIREMENTS:**

### **Qualifications:**

- Bachelor's Degree in Communications, information management, or related ICT/Digital field
- Proven experience in managing web content and platforms (e.g., SharePoint, Word Press)
- Familiarity with Government communications or public information management
- Strong written and verbal Communication skills
- Awareness of cultural and social context of the Marshall Islands
- At least 5 years of working experience in IT or related field

### **Skills:**

- Strong analytical and judgement skills; ability to assess complex situations, make sound decisions, and solve problems effectively
- Policy development; Capacity to drive the creation and implementation of government policies, influence digital change, and lead technology-driven improvements across departments
- Outstanding verbal and written English Communication skills; Ability to clearly convey information, present ideas, and produce high-quality documentation for diverse audiences
- High integrity, honesty and openness; Commitment to ethical conduct, transparency, and accountability in all professional activities
- Strong interpersonal skills: Effective at building relationships, collaborating with internal and external stakeholders, and fostering teamwork

- Understanding of culture norms and traditions of the Marshallese People; Sensitivity to and respect for local culture, ensuring that communication and digital initiatives are appropriate and inclusive

**FILING INSTRUCTIONS:**

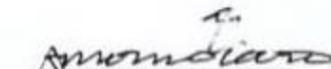
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

The complete application must be received at the Public Service Commission by: **13<sup>th</sup> of March, 2026**

Issued by the Public Service Commission on this **27<sup>th</sup> of February, 2026**



Mr. Jendrikdrik Paul  
Chairman, PSC

  
Mr. Almo Momotaro  
Commissioner, PSC