



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498

• Email: pscrmi.recruit@gmail.com • Webpage: pscrmi.net

EA NO: RMI-174-26

OPENING DATE: 9/28/2026

CLOSING DATE: 10/12/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 9/8/2026

Position Title:	Passport Officers	
Grade and Salary	PL: 9/1-9/5	Salary: \$13,045.00- \$17,025.00 Per annum
Ministry and Division:	Office of the Attorney General	Citizenship/Passport Division
Location:	Majuro	
Reports to:	Director and/or Deputy Director of the Division and Attorney General	

JOB PURPOSE: Assis with all matters pertaining to the processing of passport applications and booklets citizenships for the Division, within the Office of the Attorney General

KEY RESPONSIBILITIES:

1. Passport Application Processing & Issuance
2. Database, Archiving, and Records Management
3. Interagency Coordination & Stakeholder Liaison

MAIN DUTIES AND OUTCOMES:

- 1.1 Ensure an adequate supply of passport applications so that public application forms are continuously available without operational delays
- 1.2 Received, review, and process applications for the issuance of passports submitted by or on behalf of lawful citizens to ensure all statutory citizenship requirements are verified and met before approval
- 1.3 Print or otherwise create passports for issuance to lawful citizens resulting in the secure, timely, and legal production of official travel booklets
- 1.4 Perform quality assurance on all passport booklets printed to eliminate defects, printing errors, or security flaws prior to final handover

- 2.1 Assist in maintaining databases, files, and collations of all submitted applications and supporting documents to establish a reliable, accurate, and completely retrievable legal record for every applicant
- 2.2 Assist in maintaining databases, files and collations of all High Courts Decrees granting citizenship through registration pursuant to Article XI, Section 2(1) of the Constitution and the Citizenship Act 1984 ensuring court-ordered citizenship rights are permanently archived and cross-referenced
- 2.3 Assist in maintaining databases, files, and collations of all Cabinet Minutes granting naturalization pursuant to the Citizenship Act 1984 so that executive naturalization files remain fully integrated into the passport issuance history
- 3.1 Assist in liaising with the Clerk of cabinet to ensure the timely receipt of all Cabinet Minutes granting naturalization under sections 402 and 403 of the Citizenship Act 1984 to prevent administrative bottlenecks between the Cabinet and the Attorney General's Office
- 3.2 Liaise and communicate directly with applicants regarding the status, procedural requirements and applicable fees of their passport applications resulting in high levels of transparent, polite, and helpful customer service
- 4.1 Submit to the Passport Review Panel all applications for renewal or issuance from individuals under the former passport investment program, or any issued passport that raised questions of validity ensuring high-risk or irregular files are systematically identified or statutory legal oversight
- 4.2 Support the day-to-day administrative and operational work of the passport review panel to facilitate swift, documented, and legally compliant adjudication on complex citizenship issues

DESIRABLE REQUIREMENTS:

Qualification:

- Graduation from a recognized college or university with an Associate degree in Public Administration or other related fields; OR
- Three (3) years of progressively responsible work experience: OR
- Any combination of education and experience, which may be acceptable to the Public Service Commission and Office of the Attorney General.

Skills:

- Ability to work effectively under pressure, accept leadership guidance, counseling, motivation and constructive performance feedback
- Strong team player with a demonstrated capability to resolve conflicts and maintain cooperation among individuals

- Flexibility and willingness to work after hours, holidays, weekends and whenever operational needs require
- A high meticulous, detailed, and methodical nature alongside a patient, logical mind
- Continuous learning mindset with an enthusiasm to share acquired knowledge with other divisional staff

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 Completed application must be received at the Public Service Commission by **12th October 2026**

Issued by the Public Service Commission on **28th September 2026**.



Mr. Jendrikdrik Paul,
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC