



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-054-26

OPENING DATE: 3/16/2026

CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 3/9/2026

Position Title:	Information Technology Specialist	
Grade and Salary (P/L):	Grade: PL-10/1-10/3	Salary: \$18,000.00-\$20,000.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Bureaus of Health Planning, Preparedness, Policy & Epidemiology
Location:	Majuro Atoll	
Reports to:	Report directly to the Director of HID	

JOB PURPOSE: To provide information technology services to the Ministry of Health & Human Services.

KEY RESPONSIBILITIES:

1. Provides IT services
2. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification.

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide technical assistance to all programs areas in the Ministry on planning and execution of information technology systems for the Ministry to support the development and implementation projects, allocation of project leaders and resources, monitoring project status and ensuring each project's successful completion.
- 1.2 Responsible for providing the appropriate levels of computer and data communication services to all users within the ministry. He or She is tasked with the planning and execution of data networking projects, preparation, and execution of preventive maintenance programs for computer equipment.
- 1.3 Responsible for conducting systems and requirement analysis and applicable system design, accountable for the performance of projects tasks and responsible for successful implementation and maintenance of application systems and integrity of data stored in the ministry's HR database.
- 1.4 Responsible for maintaining all data communication facilities assigned to him/her in proper working condition, performs computer maintenance and minor repairs, responsible for the maintenance of the network backbone and computer systems, assist in the design of new forms for computer application use, develop maintain procedures for file control.
- 1.5 Work with user departments to resolve conflicts and to ease the conversion to automated data processing

- 1.6 Assist in developing systems specifications including requirements, design, programming, documentation, test conversion and implementation. Conduct department training program consistent with identified needs and hardware/ software characteristics, develop and maintain procedures for file control, file and space allocation and operating methods. Working with user departments to resolve conflicts and to ease the conversion to automated data processing system.
- 2.1 Provide user support and troubleshooting assistance for hardware, software, and network issues across Ministry departments
- 2.2 Assist with installation, configuration, and upgrading of IT equipment, operating systems, and applications
- 2.3 Support data security and privacy initiatives, including regular systems backups and antivirus maintenance
- 2.4 Participate in staff IT training sessions to build computer literacy and promote best practices in system use
- 2.5 Maintain inventory of IT assets and ensure proper documentation of equipment movement and maintenance records.
- 2.6 Assist in preparing IT- related reports, documentation, and recommendations for improving systems and processes
- 2.7 Collaborate with other technical or administrative units to support Ministry-wide programs and initiatives requiring IT input
- 2.8 Perform any other IT- related tasks as assigned by the Director of HID to ensure smooth operations of Ministry information systems

DESIRABLE REQUIREMENTS:

Qualification:

- Graduation from University or College with a BS degree in Information Technology
- Or Certificate/license equivalent to Bachelor Degree in related field
- Or completion of at least eighteen (18) months of an apprenticeship training program or with four (4) years in equivalent experience.

SKILLS:

- Technical skills
- Organizational skills
- Interpersonal skills
- Communication skills
- Patience
- A meticulous and methodical nature
- A logical mind
- Capable of working well under pressure

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).

Issued by the Public Service Commission on this *16th March, 2026*



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC