



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-164-26

OPENING DATE: 8/25/2026

CLOSING DATE: 9/8/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 8/11/2026

Position Title:	Administration Specialist	
Grade and Salary (P/L):	Grade:10/1-10/3	Salary: \$18,000.00-\$20,000.00
Ministry and Division:	Ministry of Transportation, Communication, and Information Technology	
Location:	Majuro	
Reports to:	Fiscal Officer	

JOB PURPOSE: The Administration Specialist provides professional and comprehensive administrative support to the Ministry of Transportation, Communication & Information Technology. The position is responsible for coordinating administrative processes, maintaining records and correspondence, supporting office operations, coordinating meetings and logistics, monitoring administrative resources, and ensuring effective and efficient administrative services throughout the Ministry.

KEY RESPONSIBILITIES:

1. Administrative Coordination and Office Support
2. Correspondence and Records Management
3. Meeting and Event Coordination
4. Calendar and Schedule Management
5. Communication and Information Coordination
6. Procurement and Administrative Resources Support
7. Travel and Logistics Coordination
8. Office and Asset Management
9. Monitoring and Follow-up
10. Other Administrative Duties

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide day-to-day administrative support to the supervisor and other authorized Ministry personnel

- 1.2 Coordinate administrative activities and follow up on assignments to ensure timely completion
- 2.1 Receive, prepare, register, file, and distribute official correspondence, including letters, memoranda, reports, and other documents
- 2.2 Organize and maintain physical and electronic records while ensuring the confidentiality and security of sensitive information
- 3.1 Organize meetings, appointments, conferences, and other official activities
- 3.2 Coordinate venues, meeting materials, refreshments, transportation, and other logistical requirements
- 4.1 Maintain and update the Ministry's calendar of meetings, activities, and events
- 4.2 Coordinate schedules and provide reminders for meetings, appointments, and other official commitments
- 5.1 Screen incoming telephone calls, correspondence, and inquiries and direct them to the appropriate personnel or division
- 5.2 Ensure the timely distribution and follow-up of official communications and administrative information
- 6.1 Assist with the preparation and monitoring of purchase orders and other administrative procurement documents
- 6.2 Monitor office supplies and coordinate request for administrative resources as required
- 7.1 Assist with travel arrangements, travel documentation, and logistical requirements for official Ministry activities
- 7.2 Maintain relevant administrative and travel records in accordance with established procedures
- 8.1 Assist with monitoring and updating fixed asset and office equipment inventories
- 8.2 Coordinate requests for office, equipment, vehicle, and facility repairs and maintenance
- 9.1 Monitor outstanding administrative matters and follow up with relevant personnel or divisions
- 9.2 Identify urgent administrative issues and ensure that they are brought to the attention of the appropriate supervisor
- 10.1 Use standard office equipment and software to support efficient administrative operations
- 10.2 Perform other related duties as assigned by the Supervisors

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree in business administration, Public Administration, Management, or another related field: Preferred associate degree
- Higher qualifications or additional relevant training in administration, office management, or a related field is an advantage
- At least 3 years of relevant work experience in administration, office management, coordination, or a related field, or an equivalent combination of education, experience, and training that provides the required knowledge, abilities and skills for the position
- Experience working in a government office or similar professional environment is an advantage

Skills:

- Strong verbal and written communication skills in English and Marshallese

- Strong administrative, organizational, and office management skills
- Good interpersonal, coordination, and problem-solving skills
- Proficiency in standard office software, including work processing, spreadsheets, email and electronic filing systems

FILING INSTRUCTIONS:

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

The Completed application must be received at the Public Service Commission by 8th of September, 2026.

Issued by the Public Service Commission on this 25th of August, 2026.



Mr. Jendrikdrik Paul
Chariman, PSC



Mrs. Annaruth R. Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC