



REPUBLIC OF THE MARSHALL ISLANDS OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA: RMI-010-26

OPENING DATE: 1/20/2026

CLOSING DATE: 2/4/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 1/7/2026

Position Title:	Monitoring & Evaluation (M&E) Officer	
Grade and Salary (P/L):	Grade: 12/1-12/3	Salary: \$24,000.00-\$27,000.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Office of Health Planning, Policy, Preparedness and Epidemiology
Location:	Majuro	
Reports to:	Health Information Department	

JOB PURPOSE: The M&E Officer, will support the planning, coordination, and implementation of the Republic of Marshall Islands' (RMI) Ministry of Health and Human Services (MOHHS) Health Informatics Department (HID) preparedness and response plan to non-communicable diseases (NCDs) and communicable diseases (CDs) with a specific focus on strengthening laboratory information systems, coordination, policies, protocols, and capacities for effective and timely detection and surveillance of National reportable diseases, antimicrobial resistance organisms (AMR), healthcare-associated infection, and other laboratory surveillance needs pertaining to preparedness and response for HID.

KEY RESPONSIBILITIES:

1. Work very closely with communicable diseases programs and assist in monitoring and surveillance
2. Collect and collate epidemiology data from all national sources and conduct review and analysis of these data.
3. Support in preparing monthly, quarterly and yearly updates and reports of communicable & infectious diseases
4. Undertake frequent monitoring visits to health centers and provide support in recording & reporting, data management and surveillance etc.
5. Develop and implement policies and standard practices.
6. Provide capacity building, planning, and coordinate programs and activities with a laboratory focus.
7. Perform other duties within the capacity, qualification, and experience normally expected from a person occupying the position as this classification.

MAIN DUTIES AND OUTCOMES:

- 1.1 Support Health Surveillance activities (monitoring AMR, healthcare associated infection, National reportable diseases, NCDs)
- 1.2 Daily updates during surveillance meetings and reporting
- 2.1 Assist key ELC departments such as laboratory department, Vector Borne, and other Epi related with laboratory activities
- 3.1 Assist in weekly team meetings with surveillance
- 3.2 Assist in the coordination of activities between epidemiology, surveillance, and laboratory
- 4.1 Perform epidemiological and statistical analyses on data interpretation for program and policy development, propose appropriate corrective actions for public health response or interventions to prevent or alleviate CDs and NCDs risk based on epidemiological findings
- 4.2 When required support contact tracing and other epidemiological/ case investigation activities
- 4.3 Ensure to assist HID Director to develop and further refine evidence and science-based national health policies for comprehensive, quality and timely surveillance for clinical and public health action
- 5.1 Support RMI MOHHS and its local and regional partner efforts to conduct after action reviews and similar post-response assessment activities, preparedness and response activities and surveillance program improvement efforts
- 5.2 Support on-going capacity development and training within the team or other departments when required by HID Director
- 6.1 Facilitate coordination between laboratories, public health programs, and external partners to enhance program integration
- 7.1 Perform any other task related to monitoring and review of the communicable disease or infectious disease
- 7.2 Any other functions assigned by the supervisors

DESIRABLE REQUIREMENTS:**Qualifications:**

- Graduate from recognized University with Bachelor Degree in Epidemiology from an accredited tertiary institution, with specialization in health data analytics with minimum Bachelor Degree in related field or experience in clinical laboratory testing procedures

Skills:

- Professional demeanor and attitude
- Familiarity with office organization techniques
- Capable of multitasking; strong time management
- Strong writing ability, English and Marshallese
- Excellent verbal communication, English and Marshallese
- Proficient with computer, especially in MS Office (Word, Excel, Power Point)

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).

The Completed application must be received at the Public Service Commission by: **4th February, 2026**

Issued by the Public Service Commission on this **20th of January, 2026.**



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC