



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 • Website: pscrmi.net

EA NO: RMI-042-26
 OPENING DATE: 2/27/2026
 CLOSING DATE: 3/13/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 2/20/2026

Position Title:	Information Management Officer	
Grade and Salary (P/L):	Grade: PL-12/1-12/3	Salary: \$24,000.00-\$27,000.00 per annum
Ministry and Division:	Office of the Chief Secretary	NDMO
Location:	Majuro	
Reports to:	NDMO Director	

JOB PURPOSE:

The Information Management Officer is responsible for the day-to-day information coordination, filing, and production of information the National Disaster Management Office, which operates as a unit within the Office of the Chief Secretary. The Information Management Officer supports the coordination and facilitation the Government's disaster management efforts within the overall broader frame work of Disaster Risk Reduction and Management.

KEY RESPONSIBILITIES

1. Reports to the Chief Secretary and coordinates with the NDMO Director on disaster communications.
2. Serves as focal point for creating and sharing information with partners, public, and media.
3. Collects and consolidates disaster reports and requests.
4. Coordinates with NDMO Director to develop, implement, and annually update national disaster risk and financing plans.
5. Supports NDMO in strengthening communication networks for DRR, DRM, and DRF.
6. Assists in disseminating DRR and DRM information to stakeholders.
7. Provides input on areas needing capacity-building in DRR, DRM, and DRF.
8. Acts as liaison with local, federal, regional, and international counterparts during peace and emergencies.
9. Assists in drafting emergency response plans, reports, press releases, and committee presentations.
10. Liaises with media and stakeholders during search and rescue operations.
11. Attends meetings, trainings, and workshops to stay updated on disaster management.

12. Serves as National Focal Point to the Sendai Framework, collecting data and reporting RMI's progress.

MAIN DUTIES/ OUTCOMES:

- 1.1 Must be informed at all times of current situations in the capital and neighboring islands before, during and after any disaster
- 1.2 In the event of an impending or imminent disaster, maintain prepared templates and draft statements to support the Chief Secretary and the NDMO in the timely dissemination of information to all relevant stakeholders, in order to mitigate loss of life and property
- 2.1 Keep up to date contact information of emergency contact points and media contact points to ensure timely dissemination of information before, during and after an event.
- 2.2 Keep up to date contact information of emergency and media point of contacts to ensure timely dissemination of information before, during and after an event.
- 2.3 Maintain up to date records on past and on-going emergency/disaster responses
- 2.4 Maintain up to date information on locations in the RMI (populations, maps, capacities and needs) as base line data for emergency response
- 2.5 Assist clusters with coordinating meetings when necessary; provide information management support to drafting of plans and collation of information during a response
- 3.1 Writes quarterly work plans and progress reports on activities, both prior to and during emergency/disaster response
- 3.2 Keep RMI standard needs assessments and reporting templates ready for deployment. Brief assessment teams on roles and responsibilities prior to departure.
- 3.3 Post assessment, provide guidance and technical input to assessment teams to ensure that assessment reports are finalized quickly, have required technical information and are stored (in both hard and soft copy) in a standardized and easy to access way.
- 3.4 Work directly with local government and communities/beneficiaries to keep them up date on assessment results and next steps of emergency response
- 4.1 Support the NDMO to carry out national workshops and seminars to develop, review, and update standard operating plans by keeping up to date records of key partners and stakeholders, drafting agenda and timelines, and implementation of the event
- 4.2 Institutionalize, standardize and be prepared for all emergency and disaster assessments, from initial hours after an event to a Post Damage and Needs Assessment concept across government operations (both pre and post disaster periods)
- 4.3 Work with relevant partners such as the Climate Change Directorate, the Ministry of Finance, Banking, and Postal Services to support the development of the National Disaster Risk Financing Policy
- 5.1 Input, update and manage information on DRM/CC/GIS data within the NDMO website and/or Disaster Management Portal
- 5.2 Support the creation and implementation of public education activities through the media and visits schools and community groups to educate them on the importance of hazard mitigation activities which can be done to save and protect lives and

- properties during the event of a disaster.
- 5.3 Develop a catalogue of pre-approved information statements for emergencies/disasters for timely use during event responses
 - 6.1 Stay abreast of disaster management & preparedness, climate change initiatives, and disaster risk financing initiatives in the sector, finding ways to incorporate such initiatives where relevant to programs within the NDMO. Disseminate information or opportunities as appropriate to key partners.
 - 6.2 Assists local government officials in accessing information in relation to DRM, DRF, and DRR as needed
 - 7.1 Support the NDMO with any information required to draft proposals and financial requests to national, regional, and international partners and donors
 - 8.1 Develop and maintain regular contacts with RMI, federal, regional/international counterparts.
 - 8.2 Support the establishment and maintenance of links and work towards coordination and collaboration with relevant organizations such as Marshall Islands Red Cross and domestic UN offices
 - 9.1 Provide standardized and approved emergency response plan and situation report templates to the NDMO Director and the Chief Secretary. Support the NDMO and Cluster Leads in drafting response plans and situation reports during emergencies. Assist with the preparation and dissemination of reports and presentations for the National Disaster Council (NDC), as requested by the NDMO Director
 - 9.2 Act as a focal point for all incoming requests to the NDMO or Chief Secretary, provide answers and outreach materials on frequently asked questions during an emergency response, provide background information to all new partners as they emerge, coordinate requests from the public as well as those offering assistance. As specific needs related to information flow arise during a response, work with the NDMO and clusters to streamline operations for more effective response.
 - 9.3 Have up to date tracking of emergency response (deployments, needs, etc) ready at all times to assist the Chief Secretary in responding to quarrries as they arise.
 - 10.1 As directed by the Chief Secretary or the NDMO, coordinate closely with Foreign Affairs, Police Department, Sea Patrol, Immigration, and other relevant offices on search and rescue missions
 - 11.1 Submit trip reports with recommendations.
 - 12.1 Coordinate with ministries and offices to collect information and data; report data and information to the United Nations Disaster Risk Reduction reporting platform (Sendai Framework Monitor)

QUALIFICATIONS:

- To have a Bachelor Degree in Information Management or Public Administration or any related fields.

SKILLS:

1. This position requires a person with relevant understanding of government system, disaster management, administrations functions and management, high demand of communication, work still, prepared and dedicated to work beyond normal hours. This may be a combination of knowledge/ experience, qualifications or equivalent level of learning through experience or key skills, attributers or job specific competencies.
2. This position requires a person with relevant understanding of government system, disaster management, administrations functions and management, high demand of communication, work still, prepared and dedicated to work beyond normal hours. This may be a combination of knowledge/ experience, qualifications or equivalent level of learning through experience or key skills, attributers or job specific competencies.
3. Ideal candidate for the post must have graduate from a recognized and accredited tertiary institution with a Bachelor's Degree in a discipline related to disaster risk management, information management, program management, public relations/ affairs and/or qualifications in project management. Candidate should have at least 3 years of professional experience in management or coordination posts and operational experience in disaster preparedness and response experience and in addressing disaster risk management or climate change adaptations issues.
4. Key still/ attributes: verb and written communications skills in English and Marshallese (both at the technical level and in terms of policy advice); ability to coordinate a small team with a high level of interpersonal skills, good awareness of appropriate government policies, understanding of cultural norms and traditional to the RMI
5. Key behaviors: Professional/ technical expertise, team work, customer focus, effective communications and relationships, leadership, coaching and development

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: **13th of March, 2026**

Issued by the Public Service Commission on this **27th of February, 2026.**


Mr. Hendrikdrik Paul
Chairman, PSC


Mr. Almo Momotaro
Commissioner, PSC