



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-092-26
 OPENING DATE: 5/13/2026
 CLOSING DATE: 5/27/2026

EMPLOYMENT ANNOUNCEMENT

CM: 4/28/26

Position Title:	Executive Secretary	
Grade and Salary (P/L):	Grade: PL- 10/1- 10/3	Salary: \$18,000.00-\$20,000.00 p. a
Ministry and Division:	Ministry of Foreign Affairs and Trade	
Location:	Majuro	
Reports to:	Secretary of Foreign Affairs and Trade	

JOB PURPOSE: The Executive Secretary provides high-level administrative, secretarial, and organizational support to the Ministry of Foreign Affairs and Trade by ensuring effective coordination of correspondence, schedules, meetings, protocol activities, and confidential matters in a professional and timely manner.

KEY RESPONSIBILITIES:

1. Secretarial and Administrative support
2. Calendar & Schedule Coordination
3. Communication Management
4. Protocol & Event Services
5. Other Duties

MAIN DUTIES AND OUTCOMES:

- 1.1 Receive, Records, and prioritize official correspondence and communications, ensuring urgent matters are brought to the attention of Minister and Secretary;
- 1.2 Record urgent or important calls and promptly inform for follow-up or return calls;
- 1.3 Securely store and manage confidential documents, including Cabinet Papers, Cabinet Minutes, and other sensitive files;
- 1.4 Maintain a detailed access log and ensure all confidential files are returned and properly secured before the close of business;
- 2.1 Maintain and Coordinate the schedules and official calendar of Minister, Secretary and Ministry activities, ensuring accuracy, timely updates, and avoidance of scheduling conflict;
- 2.2 Coordinate appointments, meets, and engagements, ensuring all arrangement and materials are prepared in advance;
- 3.1 Ensure all outgoing communications are dispatched promptly, tacked when necessary, and acknowledged by the recipient;

- 4.1 Liaise with the Protocol Division to coordinate the Minister and Secretary's appointments, courtesy visits, and official engagements in advance;
- 4.2 Ensure the Minister and Secretary are fully briefed, informed, and prepared for all official functions, meetings, and receptions
- 5.1 Perform other duties as assigned by the Minister and Secretary.

DESIRABLE REQUIREMENTS:

Qualifications:

- Associate Degree in Business or a related field relevant to administrative functions.
- Minimum of 2-3 years' experience in an administrative or similar role.
- Fluent in both spoken and written English and Marshallese.

Skills

- Fluent in spoken and written Marshallese and English; able to follow instructions clearly in both languages.
- Computer literate with the ability to operate office equipment and systems efficiently.
- Well groomed, presentable, reliable and able to complete tasks accurately and on time.
- Strong interpersonal skills, able to work independently with minimal supervision while maintaining efficiency and accuracy.

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: **27th of May, 2026**

Issued by the Public Service Commission on this **13th of May, 2026.**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC