



**REPUBLIC OF THE MARSHALL ISLANDS**  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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*EA NO: RMI-147-25*

*OPENING DATE: 9/22/2025*

*CLOSING DATE: 10/06/2025*

**EMPLOYMENT ANNOUNCEMENT**

*CM of 9/16/2025*

<b>Position Title:</b>	<b>HR/Payroll Officer</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade: PL 10/1-10/3</b>	<b>Salary: \$18,000.00 \$20,000.00 p. a</b>
<b>Ministry and Division:</b>	<b>Ministry of Health &amp; Human Services</b>	<b>Office of Health Planning, Preparedness, Policy, Personnel and Epidemiology</b>
<b>Location:</b>	<b>Majuro, Marshall Islands</b>	
<b>Reports to:</b>	<b>Director Human Resources</b>	

**JOB PURPOSE:** To act as the first point of contact for time management, payroll and data control. The Position will coordinate the timesheet process, payroll process, data entry of the HR database and maintenance of the HR Intranet in an efficient and timely coordination.

**KEY RESPONSIBILITIES:**

1. First point of contact for HR enquiries
2. Timesheet activities
3. Payroll process
4. HR database
5. HR intranet
6. Perform other duties within the capacity, qualification and experience normally expected from person occupying position at this classification

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Act as the first point of contact for timesheet and payroll processes within the framework of relevant employment legislation and policies and procedures.
- 1.2 Partner with managers/ head of departments/ supervisors to build networks to your client groups.
- 1.3 Contribute to the development, implementation and monitoring of internal policies, guidelines, procedures, and processes which provide an effective, consistent, and timely delivery of HR services.
- 1.4 Contribute to the development of strategic human resource management plans and annual functional operational plans including budget proposals.
- 2.1 Coordinate the bi-weekly timesheet process.
- 3.1 Coordinate the payroll process.

- 4.1 Ensure Human Resources' database is up to date/ maintained MOH wide (efficient recordkeeping).
- 5.1 Ensure Human Resource's Intranet page is up to date/maintained with relevant HR information
- 6.1 Conduct to safe environment and cleanliness of the Unit.
- 6.2 Maintain a high level of confidentiality and ensure the privacy of all patient information.
- 6.3 Adhere to and cooperate with all policies and procedures of the Ministry and relevant legislation

## **DESIRABLE REQUIREMENTS:**

### **Qualification:**

- Graduation from a recognized University with a Bachelor Degree in Human Resources, Accounting, Finance, or Business Administration. Or it can be minimum of 5 years work experience in Human Resource or extensive experience in related field. Or Certificate/License equivalent to Bachelor Degree in related field.

### **skills:**

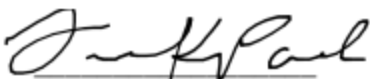
- Excellent communication and people skills demonstrated by a history of effective liaison and established relationships with internal and external stakeholders;
- Ability to priorities task; work well under pressure and display excellent attention to detail;
- Demonstrate ability to working under minimal supervision, using judgement and initiative to arrive at solutions, particularly in situations where procedural guidelines cannot be fully prescriptive;
- Significant experience in the use of Windows based products (such as MS Word, Excel and Access) to assist with complex administrative processes;
- Demonstrate capacity to work collaboratively and contribute in a team environment.

## **FILING INSTRUCTIONS:**

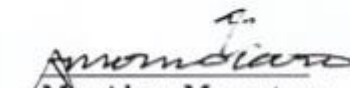
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

The Completed application must be received at the Public Service Commission by: **22<sup>nd</sup> of October, 2025**

Issued by the Public Service Commission on this **6<sup>th</sup> of September, 2025**



Mr. Jendrikdrik Paul  
Acting Chairperson, PSC



Mr. Almo Momotaro  
Commissioner, PSC