



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.mh@gmail.com • pscrmi.recruit@gmail.com

• Web-site : pscrmi.net

EA NO: RMI-094-26

OPENING DATE: 5/12/2026

CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 4/28/2026

Position Title:	Policy Analyst	
Grade and Salary (P/L):	Grade:15/1-15/3	Salary:\$32,000.00-\$36,000.00 per annum
Ministry and Division:	Office of the Chief Secretary	Digital Unit
Location:	Majuro	
Reports to:	Deputy Chief Secretary, Digital Unit	

JOB PURPOSE: The position supports the Chief Secretary and Deputy Chief Secretaries by ensuring that policies across the Government of the Republic of the Marshall Islands (RMI) are developed to a consistently high standard, are evidence-based, and are aligned with the outcomes and priorities of the National Strategic Plan (NSP)

The role contributes to the policy development, analysis, coordination, monitoring, and review across all five pillars of the National Strategic Plan:

- Governance
- Social and Culture
- Environment Climate Change and Resilience
- Infrastructure
- Economic Development

While the Policy Analyst may be assigned a particular pillar focus based on operational needs, the role requires flexibility to support policy work across all pillars as required

KEY RESPONSIBILITIES:

1. Analyze policy proposals and initiatives across all NSP pillars
2. Prepare concise, high-quality policy analysis, briefing notes, and Policy Notes for leadership and Cabinet
3. Provide timely, accurate, evidence-based policy advice supporting the Chief Secretary's advisory role
4. Coordinate with ministries, agencies, and stakeholders to strengthen policy development
5. Conduct professional research and analysis on legislation, regulations, and programs
6. Draft Policy Notes, briefing papers, reports, and related documentation as required

7. Support inter-ministerial coordination for policy development and implementation
8. Establish, maintain, and update registers of policies, regulations, and key initiatives
9. Develop and maintain tools that improve policy analysis and quality for decision-makers
10. Contribute to reviewing, updating, replacing, or repealing outdated policies, Acts, and regulations
11. Support monitoring and evaluation of policy implementation and outcomes
12. Assist in planning and delivering consultations, workshops, forums, and related policy activities
13. Provide policy support to OCS Offices in Majuro and Ebeye, as required

MAIN DUTIES AND OUTCOMES:

- 1.1 Analyze and review policy proposals and initiatives across all pillars of the National Strategic Plan
- 2.1 Prepare high-quality policy analysis, briefing notes, and Policy Notes for considerations by the Chief Secretary, Deputy Chief Secretaries, and Cabinet
- 3.1 Support the Chief Secretary in her role as Chief Advisory Officer to the President and Cabinet by providing timely, accurate, and well-researched policy advice
- 4.1 Work collaboratively with ministries, agencies, and stakeholders to strengthen the quality and consistency of a government policy development
- 5.1 Undertake professional research and analysis of policy proposals, legislation, regulations, and programs
- 6.1 Draft Policy Notes, briefing papers, reports, and related documentation as required
- 7.1 Support inter-ministerial coordination on policy development and implementation matters
- 8.1 Assist in establishing, maintain, and updating registers of policies, regulations, and significant initiatives under development or in force across government
- 9.1 Develop and maintain tools to assist Heads of Departments, Policy Officers and Cabinet Ministers develop and analyze policies to the highest standards
- 10.1 Contributes to the review, updating, replacement, or repeal of outdated policies, Acts and Regulations
- 11.1 Support monitoring and evaluation activities related to policy implementation and outcomes
- 12.1 Assist in organizing and supporting workshops, consultations, forums, and other policy development activities initiated by Cabinet, the Chief Secretary, or Deputy Chief Secretaries
- 13.1 Provide policy support to OCS Offices in both Majuro and Ebeye as required
- 14.1 Perform other duties consistent with the role as assigned by the Coordinator, Deputy Chief Secretaries, or the Chief Secretary

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's Degree from a recognized tertiary institution in Law, Public Administration, Public Policy, Economics, Business Administration, Social Sciences, Environmental Studies, or a related field, preferably with a Master's Degree
- Knowledge of the RMI Public Service and Government systems
- Experience in policy development, analysis, research, or Government advisory roles, or demonstrated aptitude to perform such functions

Skills:

- Strong analytical, research, and critical thinking skills
- Ability to assess complex issues and provide clear, practical policy advice
- Excellent written and verbal communication skills in English; Marshallese language is skills are an asset
- Strong organizational and time-managements skills, with the ability to manage multiple tasks and deadlines
- High attention to detail and accuracy
- Strong interpersonal skills and ability to work collaboratively across government agencies and with external stakeholders
- High standards of integrity, professionalism, honesty and discretion
- Culture awareness and understanding of Marshallese norms and traditions

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 address: (pscrmi.recruit@gmail.com).

Issued by the Public Service Commission on this **12th of May, 2026**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC