



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-202-26
OPENING DATE: 10/22/2026
CLOSING DATE: 11/5/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM 10/15/2026

Position Title:	Human Resources Director	
Grade and Salary (P/L):	Grade: PL-13/1-13/3	Salary: \$27,000.00 - \$30,000.00 Per annum
Ministry and Division:	Ministry of Finance, Banking & Postal Services	Performance Monitoring & Evaluation
Location:	Majuro	
Reports to:	Secretary of Finance	

JOB PURPOSE: The Human Resources Director oversees the Human Resources unit and ensures the functions and activities of the Ministry's workforce maximize productivity while complying with public service rules, regulations, and relevant policies.

KEY RESPONSIBILITIES:

1. Formulate and implement strategic HR initiatives aligned with organizational goals.
2. Manage talent acquisition, recruitment, and onboarding operations.
3. Oversee workforce performance evaluation, training, and employee development.
4. Direct employee relations, grievance handling, and disciplinary compliance.
5. Manage HR financial forecasting, department accountabilities, and timekeeping processes.
6. Provide expert HR counsel and technical guidance to executive leadership

MAIN DUTIES & RESPONSIBILITIES:

- 1.1 Develops organization-wide HR strategies by analyzing trends and recommending changes to strategic direction.
- 1.2 Research, writes, and updates Standard Operating Procedures (SOPs) to stay in line with PSC goals.
- 2.1 Manages recruitment and selection processes, acting as the proxy for talent acquisition.
- 2.2 Designs systems for corporate employee orientation and onboarding programs.
- 3.1 Implements training, succession planning, and workforce capability development programs.
- 3.2 Devises and monitors strategies for objective employee performance evaluation.

- 4.1 Resolves complex employee relations issues and deals formally with workplace grievances.
- 4.2 Invokes disciplinary actions when required and monitors compliance with public service rules.
- 5.1 Estimates, forecasts, and anticipates HR financial requirements and budget variances.
- 5.2 Directs the timekeeper functions of the Ministry to verify operational productivity.
- 6.1 Advises the Secretary of Finance and senior management by providing reliable HR data and counsel.
- 6.2 Evaluates ongoing departmental achievements to continuously enhance organization reputation.

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree in human resources management, Public Administration, Business or Economics (master's in public administration preferred)
- 4-6 years of progressive experience in human resource management or senior corporate management

SKILLS:

- Excellent interpersonal, leadership, and strategic thinking abilities
- High-level written and verbal communication skills alongside strong labor relations knowledge
- Advanced data management capabilities and computer literacy (Microsoft Office applications)
- Sharp analytical, critical thinking, and structured organizational planning skills

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: (psc.recruit@rmi.gov.mh).

The Completed application must be received at the Public Service Commission by **5th of November 2026**

Issued by the Public Service Commission on the **22nd of October 2026.**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC