



*Republic of the Marshall Islands*  
**Office of the Public Service Commission**

PO Box 90 ~ Majuro, MH 96960 ~ Marshall Islands  
Phone: 692.625.8298 ~ 692.625.8498 ~ Fax: 692.625.3382 ~ Email: pscrmi@ntamar.net

*EA NO: RMI-024-26*  
*OPENING DATE: 02/2/2026*  
*CLOSING DATE: 02/13/2026*

**EMPLOYMENT ANNOUNCEMENT**

Ref to CM of 1/22/26

<b>Position Title:</b>	<b>IT Assistant (Data Analyst)</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade: 10/-10/3</b>	<b>Salary: \$18,000.00 - \$20,000.00</b>
<b>Ministry and Division:</b>	<b>Ministry of Justice, Immigration and Labor</b>	<b>Division of Immigration</b>
<b>Location:</b>	<b>Majuro</b>	
<b>Reports to:</b>	<b>Information Technology Officer</b>	

**JOB PURPOSE**

The IT Assistant supports the IT Manager in maintaining all IT operations, strengthening cyber security measures, and providing technical assistance for the Division of Immigration. This position ensures continuous functionality of all digital systems, including the Border Management Information System (MIDAS) and the online visa portal.

The IT Assistant will also support operational continuity by covering shifts in the absence of a Border Control Officer, Visa Issuing Officer, or Reception Officer, and by working closely with the Compliance and Enforcement Unit to support investigations, data analysis, and system security.

**Key Responsibilities**

1. IT Systems and Cybersecurity
2. Online Services & Data Management
3. Compliance & Enforcement Support
4. Operational & user Support.
5. Cover shifts for border processing, visa issuance, or reception duties to ensure smooth continuity of immigration services.

**Main Duties and Expected Outcomes:**

- 1.1 Maintain the security, functionality, and availability of all IT systems, networks, and cyber infrastructure.
- 2.1 Work closely with the IT Technician to assess vulnerabilities and implement improvements to enhance efficiency and cyber resilience.
- 2.2 Support user administration in MIDAS, including account creation, corrections, and access management
- 2.3 Analyze and interpret immigration data to support policy development, compliance tracking, and operational performance.
- 2.4 Assist in the daily backup and recovery of systems and ensure proper data protection protocols are followed.
- 2.5 Upload visas and Persons of Interest into MIDAS, perform background checks, and track potential over stayers.
- 3.1 Conduct or assist in after-hours support, system monitoring, or emergency troubleshooting as required.
- 3.2 Contribute to operational continuity by supporting cross-functional units (Airport, Seaport, Enrollment & Administration, Compliance).
- 3.3 Support Compliance and Enforcement operations by providing technical and analytical assistance, including data retrieval and digital evidence review.
- 4.1 Install, configure, and upgrade hardware and software as directed.
- 4.2 Troubleshoot and resolve network and system faults promptly.
- 4.3 Maintain thorough documentation of all IT changes, updates, and maintenance activities.
- 4.4 Train and assist staff in using IT systems, ensuring technical proficiency across the Division.
- 4.5 Assist in maintaining and improving the Division's online visa portal and website, ensuring reliability and staff accessibility
- 4.6 Collect, clean, and analyze immigration and border control data to identify trends, operational needs, and potential risks.
- 4.7 Generate data-driven reports and summaries for management and policy decision-making.
- 4.8 Generate data-driven reports and summaries for management and policy decision-making.

## **Desirable Requirements**

### **Qualifications:**

- Associate Degree from a recognized College in Information Technology, Computer Science, Cyber Security, or a related field or
- At least two (2) year of experience in Information Technology and other relevant fields or any other combination of qualifications, training and experience that may be acceptable by the Public Service Commission

### **Skills and Competencies:**

- Strong technical proficiency in computer systems, networking, and cyber security tools.

- Excellent analytical and data interpretation skills.
- Ability to effectively support and collaborate with senior IT staff.
- Strong communication, problem-solving, and decision-making abilities.
- Ability to work well under pressure and maintain confidentiality.
- Team-oriented with a proactive and adaptable approach.
- Knowledge of immigration systems (such as MIDAS) or border technology is an advantage.
- Commitment to professionalism, accuracy, and integrity.

**Working Conditions:**

- Normal office setting with frequent use of computers and IT systems.
- Occasional travel to ports of entry for system maintenance or operational coverage.
- May require overtime, night, or weekend work to support system continuity and operational shifts.

**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](mailto:pscrmi.recruit@gmail.com)).

The complete application must be received at the Public Service Commission by: 13<sup>th</sup> February, 2026

Issued by the Public Service Commission on: 2<sup>nd</sup> February, 2026.

<<< Original Signed>>>

Mr. Jendrikdrik Paul  
Chairman, PSC

<<<Original Signed>>>

Mr. Almo Momotaro  
Commissioner, PSC