



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

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• Web-site : pscrmi.net

EA NO: RMI-038-26

OPENING DATE: 3/27/2026

CLOSING DATE: 4/10/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 3/18/2026

Position Title:	Election Referenda/Registration Officer	
Grade and Salary (P/L):	Grade: PL-9/1 - 9/5	Salary: \$13,045.00 - \$17,025.00
Ministry and Division:	Ministry of Culture & Internal Affairs	Electoral Office
Location:	Majuro	
Reports to:	Deputy Chief Electoral Officer	

JOB PURPOSE: Under the direction of the Chief Electoral Officer, the Election, Referenda & Registration Officer coordinates and administers election and referenda activities, including voter registration, absentee voting, polling arrangements, recruitment and training of election workers, and coordination with outer islands. The position ensures compliance with relevant electoral laws and supports the smooth, transparent, and efficient conduct of elections and referenda.

KEY RESPONSIBILITIES:

1. Electoral & Referenda Administration
2. Staff Training & Supervision
3. Registration, Petition & Ballot Processing
4. Outer Island & Logistics Coordination
5. Reporting & Continuous Improvement

MAIN DUTIES AND OUTCOMES:

- 1.1 Coordinate voter registration, election, and referenda activities in accordance with the Election and Referenda Act 1980 and Local Government Act 1980.
- 1.2 Ensure polling preparation, absentee voting, and referenda requirements are implemented accurately and on time.
- 2.1 Develop practical training materials for temporary election and referenda staff.
- 2.2 Conduct training sessions focused on voter registration, petition processing, and customer service standards
- 2.3 Supervise and assign work to temporary and clerical staff as required.
- 3.1 Develop and maintain tracking systems for voter registration applications, petitions, and postal/absentee ballot requests.
- 3.2 Ensure timely and accurate processing of all incoming election-related documentation.
- 3.3 Maintain organized, confidential, and reliable electoral records.

- 4.1 Coordinate with outer islands on voter registration, voting arrangements, and referenda requirements.
- 4.2 Liaise with AMI and sea transport providers to arrange chartered air and sea travel prior to election or referenda events
- 4.3 Coordinate shipment of election materials to and from outer islands.
- 5.1 Prepare updates and reports for the Chief and Deputy Chief Electoral Officers
- 5.2 Identify operational gaps and recommend improvements to procedures and systems.
- 5.3 Document and update standard operating procedures as required.

DESIRABLE REQUIREMENTS:

Qualifications:

- Associate degree from a recognized college in Public Administration, Management, Law, Social Sciences, or a related field; **OR**
- At least three (3) years of relevant work experience in administration, elections, governance, or public service; **OR**
- An equivalent combination of education, training, and experience acceptable to the Public Service Commission.

Skills:

- Knowledge of electoral laws, regulations, and administrative procedures
- Experience in voter registration, elections, or public administration
- Ability to develop training materials and conduct staff training
- Record-keeping, tracking systems, and data management skills
- Office administration and customer service competencies
- Strong organizational and coordination skills
- Attention to detail and accuracy
- Ability to work under pressure and meet deadlines
- Effective written and verbal communication skills
- Ability to work independently and as part of a team
- Integrity, confidentiality, and professionalism

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: **10th of April, 2026**

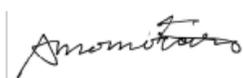
Issued by the Public Service Commission on this **27th of March, 2026.**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher- Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC