



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-022-26

OPENING DATE: 02/2/2026

CLOSING DATE: 02/13/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 1/22/26

Position Title:	Immigration Inspector (Boarder, Visa & Administrative Operations)- (3 posts)	
Grade and Salary (P/L):	Grade: 9/1-95	Salary: \$13,045.00 -\$17,025.00per annum+20% ED
Ministry and Division:	Ministry of Justice, Immigration and Labor	Division of Immigration
Location:	Ebeye	
Reports to:	Assistant Deputy Director	

JOB PURPOSE: The Inspector Officer – Border, Visa & Administrative Operations is responsible for supporting immigration services across all operational areas, including border control, visa processing, compliance, reception, and administrative functions.

The officer ensures that immigration activities are carried out lawfully, efficiently, and in accordance with the Immigration Act, Regulations, and established Standard Operating Procedures (SOPs). This position requires flexibility to perform both office-based and field duties, including rotations at the airport, seaport, and headquarters.

Working under the direct supervision of the Assistant Deputy Director, the Officer contributes to maintaining operational integrity, public service quality, and national border security while demonstrating professionalism, accountability, and teamwork.

KEY RESPONSIBILITIES:

1. Border Control & Clearance Operations
2. Visa & Permit Processing
3. Administrative & Records Management
4. Customer Service & Reception
5. Compliance & Enforcement Support
6. Professional Conduct & Teamwork

MAIN DUTIES AND OUTCOMES:

- 1.1 Process and clear passengers, crew, and vessels; conduct document inspections; verify entry requirements; board ships/aircraft; work rotating shifts.

- 2.1 Receive, review, and process visa applications; enter data; issue and archive visas; support e-visa systems.
- 3.1 Maintain confidential records; prepare reports and correspondence; safeguard documents
- 4.1 Respond to public inquiries; assist applicants; support reception during peak periods.
- 5.1 Detect fraud, trafficking indicators, and violations; support inspections, raids, deportations.
- 6.1 Uphold confidentiality and integrity; work cooperatively; participate in training and Mentoring

DESIRABLE REQUIREMENTS:

Qualifications:

- Associate Degree in Public Administration, Law Enforcement, or a related field; or
- At least two (2) year of experience in immigration, law enforcement, compliance, administrative work and other relevant work experience; Or any combination of qualifications, training and experience that may be acceptable by the Public Service Commission
- Familiarity with immigration laws, enforcement procedures, or border control operations is an advantage.

Skills:

- Strong document verification and analytical skills.
- Ability to detect inconsistencies, forgeries, and potential trafficking indicators.
- Excellent communication and interviewing skills.
- Knowledge of immigration laws, visa categories, and compliance procedures.
- Proficiency in Microsoft Office, email, and immigration databases.
- Flexible and adaptable across different operational areas.
- Demonstrates professionalism, discretion, and accountability.

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).

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

Issued by the Public Service Commission on: 2nd February, 2026.

<<< Original Signed>>>

Mr. Jendrikdrik Paul
Chairman, PSC

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Mr. Almo Momotaro
Commissioner, PSC