



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

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**EA NO: RMI-085-25**

**OPENING DATE: 06/02/2025**

**CLOSING DATE: Until Filled**

**EMPLOYMENT ANNOUNCEMENT**

**05/27/2025**

<b>Position Title:</b>	Passport Officers (3 Posts)	
<b>Grade and Salary</b>	PL : 9/1-9/5	Salary: \$13,045.00- \$17,025.00 Per annum
<b>Ministry and Division:</b>	Office of the Attorney General	Citizenship/Passport Division
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Director and/or Deputy Director of the Division and Attorney General	

**JOB PURPOSE:** Assist with all matters pertaining to the processing of passport applications and booklets citizenship for the Division, within the Office of the Attorney-General.

**KEY RESPONSIBILITIES:** The Passport Officer shall work under close supervision of the Director and/or Deputy Director of the Division and the Attorney General. The Passport Officer's key responsibilities include:

1. Ensuring adequate supply of passport applications;
2. Assist in maintaining database, files and collation of all Decrees issued by the High Court granting citizenship through registration pursuant to Article XI, Section 2(1) of the Constitution and the *Citizenship Act 1984*;
3. Assist in liaising with the Clerk of Cabinet to ensure timely receipt of all Cabinet Minutes granting naturalization pursuant to section 402 and section 403 of the *Citizenship Act 1984*;

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Receiving, reviewing and processing applications for issuance of Passports submitted or on behalf of lawful citizens of the Republic;
- 1.2 Printing, otherwise creating Passports for issuance to lawful citizens of the Republic;
- 1.3 Quality assurance of all passport booklet printed;
- 1.4 Submitting to the Passport Review Panel all applications for renewal or issuance of Passports submitted by persons under the former Passport Investment Program, or any issued Passport that raises questions of validity,

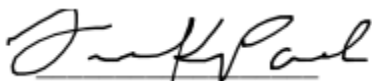
- 1.5. Liaising and communicating with applicants on the procedural requirements and the applicable fees related to applications for Passports submitted by or on behalf of lawful citizens of the Republic;
- 1.6 Liaising and communicating with applicants on status of applications for Passports submitted by or on behalf of lawful citizens of the Republic;
- 2.1 Assist in maintaining databases, files and collations of all applications submitted by or on behalf of lawful citizens of the Republic;

**DESIRABLE REQUIREMENTS:** Graduation from a recognized college or university with an Associate degrees in Public Administration or other related fields OR three (3) years of progressively responsible work experience or on any combination of education and experience, which may be acceptable to the Public Service Commission and Office of the Attorney General.

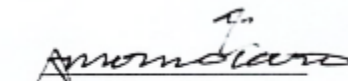
**MAIN/CORE SKILLS/COMPETENCIES**

- Be able to work under pressure and under leadership, counseling, motivation and constructive performance;
- Must be a team player;
- Be able to resolve conflicts and maintain cooperation among individuals;
- Must be able to work after hours, holidays, weekends and whenever needed;
- A meticulous and methodical nature;
- Patience with logical mind and capable of working well under pressure;
- Enthusiasm to be continually learning and willing to share knowledge with other staff.

**Issued by the Public Service Commission on this 2<sup>nd</sup> June, 2025.**



Mr. Jendrikdrik Paul  
Acting Chairperson, PSC

  
Mr. Almo Momotaro  
Commissioner, PSC