



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA NO: RMI-205-25

OPENING DATE: 10/15/2025

CLOSING DATE: 10/29/2025

EMPLOYMENT ANNOUNCEMENT

CM of 10/10/2025

Position Title:	Administrative Assistant	
Grade and Salary (P/L):	PL 9/1 ~ 9/5	\$13,045.00 -\$17,025.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Office of Health Planning, Policy, Preparedness, Personnel & Epidemiology
Location:	Majuro	
Reports to:	Director of PHEP	

JOB PURPOSE: To provide administrative services to the Department of Preparedness.

KEY RESPONSIBILITIES:

1. Assist in administrative services: answering calls, setting appointments, typing letters, filing and distributing documents to outside office, and logging and keeping reports.
2. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification.

MAIN DUTIES AND OUTCOMES:

- 1.1 Answer telephone calls and send out communication to other ministries, agencies and entities as directed by the Director of PHEP.
- 1.2 Make appointment and travel arrangements; prepare travel authorization and purchase requests as requested by the Director of PHEP.
- 1.3 Type letters, memoranda, statements, and other documents into final form from rough drafts; check and proofread letters for errors in spelling, punctuation and grammar before submitting them to the Director of PHEP.
- 1.4 Maintain a filing system, write notices for meetings and distribute documents to appropriate bureaus and offices; receive incoming mail and other materials, log and route them to proper staff members for actions.
- 2.1 Be able to use computers particularly Microsoft Word, Excel and Power Point as well as internet.
- 2.2 Do other tasks assigned by the Director of PHEP.

DESIRABLE REQUIREMENTS:

Qualification:

- Graduate from a recognized college with an AS Degree and at least one year of work experience as an Administrative Officer. OR any combination of education and experience which may acceptable to the Public Service Commission

Skills:

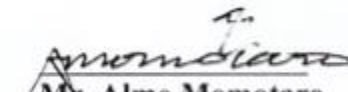
- Good Communication skill, Personnel relation skills and computer knowledge
- Can motivate people and be patient appearing
- Good in time management

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: **29th of October, 2025**

Issued by the Public Service Commission on this **15th of October, 2025.**


Mr. Jendrikdrik Paul
Chairman, PSC
Mr. Almo Momotaro
Commissioner, PSC