



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-129-26

OPENING DATE: 7/14/2026

CLOSING DATE: 7/29/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 7/2/2026

Position Title:	Director for Health Informatics Department	
Grade and Salary (P/L):	Grade:12/1-12/3	Salary:24,000.00-\$27,000.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Bureau of Planning, Policy, and Health Innovation
Location:	Majuro	
Reports to:	Deputy Secretary of Planning, Policy, and Health Innovation	

JOB PURPOSE: To provide strategic technical assistance, information technology planning, and systems maintenance across all divisions within the Ministry of Health and Human Services

KEY RESPONSIBILITIES:

1. IT Infrastructure and Project Management
2. Operations and Training Support
3. Inter-Agency Collaboration
4. Administrative Accountability

MAIN DUTIES AND OUTCOMES:

- 1.1 Lead the planning, execution, and resource allocation of information technology projects to support ministry development; monitor project status to guarantee successful completion
- 1.2 Provide reliable data communication and computer services to all internal users; manage data networking projects and implement preventive maintenance schedules for hardware
- 1.3 Conduct system requirements analyses and oversee application design; ensure data integrity and seamless maintenance of the ministry's central databases
- 1.4 Maintain all assigned data communication facilities, execute network backbone upkeep, perform minor hardware repairs, and assist in designing digital forms for computer applications
- 1.5 Develop complete technical system specifications (including design, testing, conversion, and documentation) and lead departmental training programs tailored to hardware/software needs
- 2.1 Define operational authority and accountability by establishing fixed administrative standards for drafting, examining, deliberating, and executing final decisions
- 2.2 Establish and maintain standard operating procedures for space allocation, file control, and system migration; coordinate with user departments to ensure smooth automated transitions

2.3 Assist students and users at the Pacific Open Learning Health Net Laboratory; deliver technical training to local counterparts and contribute to long-range planning for campus voice and data network backbones

3.1 Serve as the official representative for the Ministry of Health & Human Services (MOHHS) within the Digital RMI project

4.1 Execute additional directives and assignments as specified by the Deputy Secretary for Policy, Planning, and Health Innovation

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Information Systems, or a closely related technical field
- A minimum of five (5) years of professional experience serving as an IT Coordinator, IT Director, or equivalent technology management role

Skills:

- Proven experience implementing modern, agile, and effective software development methodologies
- Demonstrated history managing production-level IT environments and operational infrastructure
- Strong leadership capabilities with a track record of managing and developing progressive IT teams
- Excellent organizational skills with the ability to prioritize departmental tasks and execute workflows with minimal supervision
- Absolute commitment to handling sensitive medical and institutional records with strict confidentiality
- Maintenance of a professional appearance, demeanor, and attitude at all times

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: **29th of July, 2026**

Issued by the Public Service Commission on this **14th of July, 2026**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC