



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA NO: RMI-117-26

OPENING DATE:6/15/2026

CLOSING DATE: 6/29/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 5/27/2026

| | | |
|--------------------------------|---|--|
| Position Title: | Deputy Chief Electoral Officer | |
| Grade and Salary (P/L): | Grade: PL-13/1 – 13/3 | Salary: \$27,000.00 - \$30,000.00 per annum |
| Ministry and Division: | Ministry of Culture & Internal Affairs | Division of Community Development |
| Location: | Majuro | |
| Reports to: | Chief Electoral Officer | |

JOB PURPOSE: Assist the Chief Electoral Officer in carrying out the daily activities and operations of the Electoral Office within the Ministry of Internal Affairs. Perform duties of the Chief Electoral Officer in his absence and other related assigned duties.

KEY RESPONSIBILITIES:

1. Responsible for the maintenance and daily update of the Generic Vote Registration System (GVRs)
2. Responsible for compiling and submitting Statistical Reports as needed by the Chief Electoral Officer
3. Responsible for the training of the electoral staff on mission essential requirements as instructed by the Chief Electoral Officer
4. Make recommendations to the Chief Electoral Officer on matters of non-compliance with the Election and Referenda Act 1980 or the Local Government Act 1980
5. Responsible for the supervision and conduct of subordinates during duty hours.

MAIN DUTIES AND OUTCOMES:

- 1.1 As needed, coordinate with GVRs sponsor (PIANZEA) for required maintenance updates for compliance.
- 1.2 Routinely purge the GVRs for needed omissions or add-ons
- 2.1 Routinely provide statistical reports as needed by the Chief Electoral Officer or higher echelon
- 2.2 Assist the Chief Electoral Officer in carrying out the duties and responsibilities of the Electoral Administration as mandated under law

- 2.3 Assist in other administrative and supportive roles and functions of the CEO as assigned by the CEO and Secretary of MoCIA.
- 3.1 Conduct real-time training as needed for current operations and as directed by the Chief Electoral Officer
- 3.2 Attend or conduct electoral workshops and other relevant electoral training
- 4.1 For compliance with current operating procedures as directed by the Election and Referenda Act 1980 and the Local Government Act 1980, provide input to the Chief Electoral Officer on matters that need higher echelon attention for possible cabinet actions.
- 5.1 Ensure the smooth operation of the office by enforcing office standards of customer service, adhering to the Republic of the Marshall Islands Code of Conduct and or Ethics.
- 5.2 Act as secondary supervisor in the organizing, conducting and supervising of elections and referenda and in the maintenance of the voters' electoral roll in consultation with the CEO
- 5.3 Assist the CEO in organizing, conducting and supervising elections and referenda, maintaining the voters' electoral roll.

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's Degree in Public Administration, Political Science, Law, or a related field.
- Minimum of 5 years of professional experience in administration, with at least 2 years in a supervisory role.
- Demonstrated knowledge of RMI electoral laws and experience with voter registration systems (GVRS) preferred.
- Proven ability to maintain strict political neutrality and confidentiality

Skills:

- Legal Literacy
- Data Management
- Public Communication

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 June, 2026**

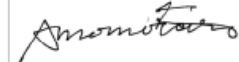
Issued by the Public Service Commission on this **15th of June, 2026**.



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher- Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC