



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-142-26

OPENING DATE: 7/31/2026

CLOSING DATE: 8/14/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 7/21/2026

Position Title:	Director, Majuro Medical Referral Office	
Grade and Salary (P/L):	13/1-13/3	Salary: \$27,000.00-\$30,000.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Bureau of Medical Referral Services
Location:	Majuro	
Reports to:	Assistant Secretary for Medical Referral Program	

JOB PURPOSE: To manage the operations of the Medical Referral Office in Majuro and Provide support to other areas where needed such as the Medical Referral Office in Ebeye, Honolulu, Taiwan, and the Philippines.

KEY RESPONSIBILITIES:

1. Regional Operations Management
2. Health Plan Administration
3. Financial Management & Revenue
4. Compliance, Performance Monitoring, and Executive Reporting
5. Medical Referral Logistics and Patient Support
6. Claim Processing and Workflow Optimization
7. Provider Relations and Cost Control
8. Strategic Planning and Service Quality Evaluation
9. Administrative Adaptability and Executive Support

MAIN DUTIES AND OUTCOMES:

- 1.1 Manage the daily administrative operations of the Majuro Office while supporting regional bureaus in Ebeye, Honolulu, Taiwan, and the Philippines to ensure seamless, efficient, and collaborative cross-office referral services
- 2.1 Maintain and regularly update the official Basic and Supplemental Health Plan member enrollment registries to eliminate data gaps, enrollment errors, and coverage delays
- 3.1 Oversee the accurate billing and structured payment processing of health plan premiums to secure steady collections and minimize financial variances

- 4.1 Generate and submit comprehensive quarterly and annual performance monitoring data to the Assistant Secretary to ensure data-driven transparency for ministerial reporting and auditing
- 5.1 Coordinate comprehensive administrative and logistical plans for off-island medical referral patients to guarantee safe, timely, and well- structured patient travel
- 6.1 Process and audit member and provider health claims while continuously improving workflow systems alongside the Claims Officer to achieve rapid, mistake-free, and cost-effective paperwork processing
- 7.1 Establish and maintain strategic partnerships with healthcare providers and third-party administrators (TPAs) to control bureau expenditures without risking the baseline quality of patient care
- 8.1 Evaluate current healthcare models alongside the Assistant Secretary to plan and deploy service improvements that measurably increase the quality of clinical care provided to members
- 9.1 Perform related operational duties as assigned by the Assistant Secretary to maintain high-quality bureau performance and adapt to changing healthcare needs

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor Degree from a recognized university in Public Administration, Health Administration, Business Administration, Management, or a closely related field; Or
- An equivalent combination of specialized training certificates and advanced work experience may be considered acceptable by the Public Service Commission
- Minimum of 4 years of substantive, professional-level work experience within government administration or healthcare organizations
- Proven track record supervising personnel, managing office operations, and overseeing financial budget workflows
- Previous experience handling medical referrals, insurance enrollment processing, or health claims tracking systems is highly desirable

Skills:

- Language Proficiency
- Financial Aptitude
- Logistical Planning
- Technical Literacy
- Executive Reporting

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: **14th of August, 2026**

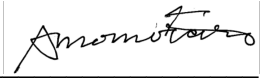
Issued by the Public Service Commission on this **31st of July, 2026**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC