



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

P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498

• Email: [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com) • Webpage: [pscrmi.net](http://pscrmi.net)

EA NO: RMI-173-26

Opening Date: 9/28/2026

Closing Date: 10/12/2026

**EMPLOYMENT ANNOUNCEMENT**

CM of 9/15/2026

|                         |                                      |                                             |
|-------------------------|--------------------------------------|---------------------------------------------|
| Position Title:         | Assistant Secretary of Health, MHACS |                                             |
| Grade and Salary (P/L): | Grade: PL – 15/1-15/3                | Salary: \$ 32,000.00-\$36,000.00 p.a.       |
| Ministry and Division:  | Ministry of Health & Human Services  | Bureau of Majuro Atoll Health Care Services |
| Location:               | Majuro                               |                                             |
| Reports to:             | Secretary of Health & Human Services |                                             |

**JOB PURPOSE:** To assist the Secretary of Health in managing the Bureau of Majuro Atoll Health Care Services

**KEY RESPONSIBILITIES:**

1. Assist Secretary in the development and supervision of responsibilities within the Ministry
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 Assist and advise the Secretary in planning, organizing, supervising, coordinating, and implementing highly responsible work in Curative care which includes but is not limited to the supervision and participation relating to decision making process in the Ministry.
- 1.2 Responsible for acquiring and maintaining equipment provide spilites and supplies for the hospital; managing and supervising hospital personnel and over-see the total responsibilities vested upon the entire associate administrator for the following services: a) support services, b) professional services, c) patient care services and d) coordinate the total activities of the hospital; ensure that the major divisions of the hospital are adequately equipped, staffed and technically up to date and function

smoothly and efficiently; ensure that the hospital provide a quality health care and meet licensure and other acceptable and satisfactory standards

- 1.3 Planning of new programs for the hospital; organizing assignment of duties and the coordination of efforts among all organizational staff to ensure maximum efficiency in attainment of objectives; establish standards and the comparison of performance against these standards and correct deviation that may occur
- 1.4 Advises the Medical Staff on administration issues; reviews and recommends training opportunities for staff to maintain and upgrade their technical skills; supervises and implements the preparation of the budget estimates and financial matters for each of the divisions in the Curative Services and participates in the final review of the Ministry's Budget
- 1.5 Coordinate with the Assistant Secretary for Administration, Personnel & Finance on matters relating to personnel; coordinate the development of rules, regulations, plans and procedure to implement national law; coordinate and review the development of National Health Policy to ensure consistency with law and other policies; assist in defining the scope of duties and responsibilities in developing annual performances objectives, and in conducting periodic and annual performance appraisal of the hospital staff
- 1.6 Assist in the hiring, assignment orientation of staff; perform other duties as assigned by the Secretary of Health.

## **DESIRABLE REQUIREMENTS:**

### **Qualification:**

- Graduate from a recognized & accredited College or University with a master's degree in health services administration preferred; a bachelor's degree in health administration of public administration or at least five (5) years of work experience as Hospital Administrator.

### **Skills:**

- Specialized in Public Administration.
- Caring and quality driven commitment to provide excellent services.
- Ability to work automatically as well as part of a team.
- Excellent interpersonal and people skills.
- Demonstrated ability in using judgment and initiatives to arrive at solutions.

## **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](mailto:pscrmi.recruit@gmail.com)).

The commission application must be received at the Public Service Commission by **12<sup>th</sup> of October 2026**

Issued by the Public Service Commission on **28<sup>th</sup> of September 2026**



---

Mr. Jendrikdrik Paul  
Chairman, PSC



---

Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC



---

Mr. Almo Momotaro  
Commissioner, PSC