



REPUBLIC OF THE MARSHALL ISLANDS OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-021-26

OPENING DATE: 02/2/2026

CLOSING DATE: 02/13/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 1/22/26

Position Title:	Immigration Inspector (Visa Section)- (2 posts)	
Grade and Salary (P/L):	Grade: 9/1-95	Salary: \$13,045.00 -\$17,025.00 per annum
Ministry and Division:	Ministry of Justice, Immigration and Labor	Division of Immigration
Location:	Majuro	
Reports to:	Assistant Deputy Director	

JOB PURPOSE: The Officer is responsible for reviewing, verifying, and processing visa applications in accordance with immigration laws and procedures. This officer ensures all applications are accurate, complete, and legitimate while maintaining confidentiality and professionalism.

The officer works closely with Reception Officers to confirm missing requirements and track applicant progress but only assists with direct client communication when Reception is short-staffed or during staff leave. The officer also collaborates with the Compliance Unit to identify irregularities, recommend denials or revocations, and assist in enforcement actions when necessary.

In addition, the officer must be capable of conducting visa interviews, identifying potential human trafficking indicators, and performing cross-functional duties including border control operations, visa issuance, and compliance support to ensure seamless Division operations.

immigration services

KEY RESPONSIBILITIES:

1. Visa Review & Processing
2. Coordination & Compliance
3. Operational & Cross-Functional Duties

MAIN DUTIES AND OUTCOMES:

- 1.1 Review and assess visa applications for accuracy, completeness, and compliance with immigration regulations.

- 1.2 Verify the authenticity of passports, contracts, and supporting documentation.
- 1.3 Conduct visa interviews to verify applicant information and assess credibility.
- 1.4 Detect and report forged, fraudulent, or inconsistent documents.
- 1.5 Identify and report potential human trafficking indicators or other high-risk concerns.
- 1.6 Record and track all visa applications accurately in the immigration system (e.g., MIDAS or e-visa platform).
- 1.7 Monitor visa renewals and ensure timely processing.
- 1.8 Prepare for approval, denial, or further review.
- 1.9 Maintain secure and organized records of all processed applications
- 2.1 Coordinate with Reception Officers to communicate missing requirements to applicants.
- 2.2 Communicate directly with applicants only when assisting Reception during staff shortages or leave.
- 2.3 Collaborate with the Compliance Unit on visa denials, revocations, or penalty notices.
- 2.4 Report irregularities, suspected fraud, overstays, or other violations to the Supervisor or Compliance Unit.
- 2.5 Assist with compiling reports and visa statistics for management review.
- 3.1 Provide operational support in border control (airport and seaport), including passenger and vessel clearance.
- 3.2 Support visa issuance, alien registration, and other administrative functions when needed.
- 3.3 Assist with internal reviews and verification of visa records.
- 3.4 Participate in professional training to enhance knowledge and cross-functional capability.
- 3.5 Uphold the highest standards of professionalism, integrity, and confidentiality in all duties.

DESIRABLE REQUIREMENTS:

Qualifications:

- Associate Degree in Public Administration, Law Enforcement, or a related field; or
- At least two (2) years of experience in immigration, law enforcement, compliance, administrative work and other relevant work experience; Or any combination of qualifications, training and experience that may be acceptable by the Public Service Commission
- Familiarity with immigration laws, enforcement procedures, or border control operations is an advantage.

Skills:

- Strong document verification and analytical skills.
- Ability to detect inconsistencies, forgeries, and potential trafficking indicators.
- Excellent communication and interviewing skills.
- Knowledge of immigration laws, visa categories, and compliance procedures.
- Proficiency in Microsoft Office, email, and immigration databases.
- Flexible and adaptable across different operational areas.
- Demonstrates professionalism, discretion, and accountability.

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: 13th February, 2026

Issued by the Public Service Commission on: 2nd February, 2026.

<<< Original Signed>>

Mr. Jendrikdrik Paul
Chairman, PSC

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Mr. Almo Momotaro
Commissioner, PSC