



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

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*EA NO: RMI-023-26*

*OPENING DATE: 02/2/2026*

*CLOSING DATE: 02/13/2026*

### **EMPLOYMENT ANNOUNCEMENT**

Ref to CM of 1/22/26

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

**JOB PURPOSE:** The Border Control Officer is responsible for overseeing and conducting immigration operations at all ports of entry and exit, including airports and seaports. The officer ensures the lawful, efficient, and secure processing of passengers, crew, and vessels in accordance with the Immigration Act, Regulations, and established Standard Operating Procedures (SOPs).

The officer processes passengers arriving and departing at airports and seaports, verifies travel documents, detects irregularities, and ensures compliance with immigration requirements. The role also includes issuing shore passes, conducting interviews, identifying human trafficking indicators, and exercising authority to detain or arrest individuals in breach of immigration laws.

The officer supports the Border Control Officer-in-Charge in supervising assigned staff, managing deportee cases, and assisting with enforcement operations. The officer may also provide coverage for office operations—including visa enrollment, reception, and administrative duties—and assist the Compliance and Enforcement Unit when additional manpower is required for investigations or field operations.

#### **KEY RESPONSIBILITIES:**

1. Border Operations & Enforcement
2. Supervision, Training & Leadership
3. Coordination & Interagency Liaison
4. Administrative, Reception & Office Support
5. Compliance & Enforcement Support

#### **MAIN DUTIES AND OUTCOMES:**

- 1.1 Process passengers, crew, and vessels arriving and departing at airports, seaports, and other ports of entry or exit.
- 1.2 Verify the authenticity, validity, and eligibility of passports, visas, crew lists, and travel documents.
- 1.3 Issue shore passes to eligible crew and visitors in accordance with immigration regulations.
- 1.4 Conduct entry and exit interviews to assess traveler intent and detect trafficking, smuggling, or irregular migration risks.
- 1.5 Identify and report forged, fraudulent, or altered documents.
- 1.6 Manage and process deportee arrivals and departures following established procedures.
- 1.7 Maintain accurate data entry and reporting in the Border Management Information System (MIDAS).
- 1.8 Exercise lawful authority to detain or arrest individuals suspected of violating immigration laws.
- 1.9 Prepare and submit official reports, statements, and documentation for enforcement or court proceedings.
- 1.10 Perform vessel boarding and inspection duties, including verifying crew and passenger compliance with entry requirements.
- 2.1 Assist the Officer-in-Charge in supervising and coordinating immigration staff at assigned ports.
- 2.2 Train and mentor junior officers in immigration procedures, enforcement protocols, and trafficking awareness.
- 2.3 Monitor staff attendance, performance, and compliance with operational standards.
- 2.4 Assist in preparing staff rosters, rotations, and shift schedules to ensure continuous coverage.
- 2.5 Support ongoing professional development through coaching and performance feedback.
- 3.1 Coordinate daily operations with Labor, Customs, Police, Port Authority, Airlines, and other partner agencies.
- 3.2 Collaborate closely with the Compliance and Enforcement Unit on irregular migration, Over stayers, and other violations.
- 3.3 Provide manpower and logistical support for joint enforcement operations, inspections, and raids.
- 3.4 Assist in preparing operational, enforcement, and statistical reports for management review.
- 4.1 Provide coverage for office operations as required, ensuring service continuity.
- 4.2 Assist with reception duties, including receiving documents, responding to client inquiries, and releasing completed applications.
- 4.3 Support visa enrollment and administrative tasks such as data entry, record management, and client coordination.
- 4.4 Maintain organized documentation and support improvements to digital record-keeping systems.
- 4.5 Liaise with the Mid-Level Enrollment and Administration Officer to ensure operational consistency between units.
- 5.1 Assist the Compliance and Enforcement Unit in identifying and investigating immigration violations.
- 5.2 Monitor and report over stayers, irregular migrants, and visa violators.

- 5.3 Participate in deportations, investigations, and field raids when required for additional manpower.
- 5.4 Provide accurate case documentation and assist with evidence preparation for hearings or legal proceedings.
- 5.5 Uphold lawful standards and ensure professionalism during all enforcement actions.

## **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 understanding of immigration laws, entry/exit control procedures, and enforcement standards.
- Ability to identify and respond to human trafficking and smuggling indicators.
- Skilled in interviewing, investigation, and official reporting.
- Physically capable of boarding ships, climbing ladders or ropes, and performing vessel inspections.
- Knowledge and experience in issuing shore passes and managing crew movements.
- Competence in managing deportee cases and collaborating with interagency partners.
- Proficient in Microsoft Office and immigration systems such as MIDAS.
- Excellent communication, organizational, and leadership skills.
- Ability to make sound, lawful decisions under pressure.
- High standards of integrity, confidentiality, and professionalism.
- Flexibility to work extended hours, weekends, or shifts as required by operational needs.

## **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](http://pscrmi.net). For more information, please contact the email address: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

The complete application must be received at the Public Service Commission by: 13<sup>th</sup> February, 2026

Issued by the Public Service Commission on: 2<sup>nd</sup> February, 2026.

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Mr. Jendrikdrik Paul  
Chairman, PSC

Mr. Almo Momotaro  
Commissioner, PSC