



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA: RMI-047-26

OPENING DATE: 3/6/2026

CLOSING DATE: 3/20/26

EMPLOYMENT ANNOUNCEMENT

Ref: CM of 2/11/2026

Position Title:	Human Resources Specialist	
Grade and Salary (P/L):	Grade:9/1-9/5	Salary:\$13,045.00-\$17,025.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Office of Health Planning, Preparedness, Policy, Personnel and Epidemiology
Location:	Majuro	
Reports to:	Director of Human Resources	

JOB PURPOSE: To assist the Human Resources team in Majuro and Ebeye in the delivery and collection of administrative matters.

KEY RESPONSIBILITIES:

1. Contract/ Personal Actions Processing
2. Administrative tasks
3. Recruitment
4. Medical Licenses
5. Perform other duties within the capacity, qualification and experience normally

MAIN DUTIES AND OUTCOMES:

- 1.1 Walk contracts and personal actions through the signatory process and ensure timely delivery to all offices.
- 1.2 Update and maintain "Contract Tracking system".
- 2.1 Deliver and collect Memorandums to internal and external offices
- 2.2 Co-ordinate HR e-mails to responsible HR member
- 2.3 Organize Purchase & Travel Requests.
- 3.1 Post and e-mail Employment Announcements internally as externally.
- 3.2 Assist in booking tickets for recruited Expats.
- 4.1 Assist with the medical licensing process administration.
- 5.1 Contribute to a safe environment and cleanliness of the unit
- 5.2 Maintain a high level of confidentiality and ensure the privacy of all employee information.
- 5.3 Adhere to and cooperate with all policies and procedures of the Ministry and relevant legislation.

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduated from College with an Associate Degree in Business or related field
- OR minimum of five (5) years' work experience in a business environment

Skills:

- Excellent communication and people skills demonstrated by a history of effective liaison and established relationships with internal and external stakeholders;
- Ability to priorities tasks; work well under pressure and display excellent attention to detail;
- Demonstrated capacity to work collaboratively and contribute in a team environment.

FILING INSTRUCTIONS:

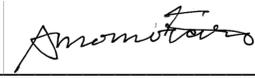
Secure application forms from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website- pscrmi.net. For more information, please contact PSC email address at: pscrmi.recruit@gmail.com.

The Completed application must be received at the Public Service Commission by: **20th March, 2026**

Issued by the Public Service Commission on this **6th of March, 2026**



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC