



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.mh@gmail.com • pscrmi.recruit@gmail.com

• Web-site : pscrmi.net

EA NO: RMI-231-25
OPENING DATE:12/18/2025
CLOSING DATE: 01/01/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 12/09/2025

Position Title:	Security Officer	
Grade and Salary (P/L):	Grade:7/2-7/5	Salary:\$9,380.00-\$11,440.00 per annum+20%ED
Ministry and Division:	Office of the Chief Secretary	
Location:	Ebeye	
Reports to:	Deputy Chief Secretary	

JOB PURPOSE: To provide a professional, efficient and approachable security service, maintaining a high level of customer service to staff and visitor at all times. The Security team ensures the safety of the Office of the Chief Secretary (OCS) Ebeye, Kwajalein Atoll.

KEY RESPONSIBILITIES:

1. Protect Employees and Customer
2. Protect the facility and Government assets on property
3. Customer Service
4. Perform other duties within the capacity, qualification and experience normally expected from person occupying position at this classification

MAIN DUTIES AND OUTCOMES:

- 1.1 Ensure the safety of employee and visitors on property
- 1.2 Escort or drive Government vehicle to transport individuals to specified locations and to provide personal protection (employees and visitor)
- 2.1 Carry out internal and external patrols, day and night to ensure a safe and secure environment
- 2.2 Ensure that those who are not granted access to the facility are professionally and politely prevented from gaining access or escorted from the building
- 2.3 Expect to undergo required training on responds to fires, natural disasters, or other hazardous events and related area of need
- 3.1 Provide visitors with helpful advice, guidance and information and/ or direct to other staff who can assist

3.2 Maintain a log where visitors sign in/out of the premises. Also, any office equipment/properties is to be used outside of the premises

4.1 Contribute to a safe environment and cleanliness of the OCS/ EOC inside and outside the facility

4.2 Adhere to and cooperate with all policies and procedures of the Office of the Chief Secretary and relevant legislations. Also, all the rules and –policies in effect when the EOD is activated

4.3 Ensure confidentiality is always maintained

4.4 Do other duties as assigned

DESIRABLE REQUIREMENTS:

Qualifications:

- Minimum of High School Diploma with 2 years of works experience in custodian duties. OR any combination of experience, which may be acceptable to the Public Service Commission
- Valid Drive License

Skills:

- Good Interpersonal skills and the ability to facilitate effective communication among all levels of staff and visitors
- Ability to maintain a sense of calm and control in difficult situations, minimizing panic in others
- Reliable with excellent timekeeping
- Self-motivated with a willing and friendly approach
- Willingness to undertake a flexible shift pattern including night shifts
- Ability to assess a situation quickly, using appropriate actions to diffuse a situation and provide effective solutions
- 'possess some writing and oral speaking skills

FILING INSTRUCTIONS:

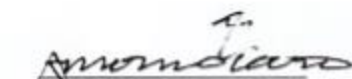
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email addresses: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **1st of January, 2026**

Issued by the Public Service Commission on this **18th of December, 2025**



Mr. Jendrikdrik Paul
Chairman, PSC


Mr. Almo Momotaro
Commissioner, PSC