



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA NO: RMI-190-26

OPENING DATE: 10/14/2026

CLOSING DATE: 10/28/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 10/8/2026

Position Title:	Administrative Specialist II/ Data Encoder	
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	Bureau of Planning, Policy, and Health Innovation
Location:	Majuro	
Reports to:	Director of Health Informatics Department	

JOB PURPOSE: To provide administrative and data-entry for the Bureau of Planning, Policy, and Health Innovation (BPPHI).

KEY RESPONSIBILITIES:

1. Perform Clerical tasks and assist in coordinating CBPHI
2. Plan and execute events for the Program
3. Assist with compiling and organizing program, personnel, and operational data
4. provide administrative support to supervisors and program staff as assigned
5. Perform data verification and quality checks to ensure accurate records
6. Perform other duties

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide administrative and secretarial service and support to the State System Data Initiatives (SSDI)
- 1.2 Assist with preparation and coordination of activities outlines/required under the SSDI and OHPPPE
- 1.3 Assist with procuring or contracting services, and equipment, and supplies relevant to the services of the SSDI
- 1.4 Maintain files and records pertaining to activities of the office
- 2.1 Interface with agencies, ministries, and other stakeholders and vendors of interest to the activities of the office
- 2.2 Assist in the coordination of events, meetings, and workshops
- 3.1 Compile, organize, and maintain program, personnel, and operational data

- 3.2 Enter, update, and verify information in databases, spreadsheets, and other record-keeping systems, ensuring that data is accurate, complete, and properly maintained
- 4.1 Assist staff of BPPHI in processing HR personnel files
- 4.2 Assist program staff with the preparation, organization, and processing of documents and materials needed for daily operations and program activities
- 5.1 Review and entered data against source documents to identify and correct errors, omissions, or inconsistencies
- 5.2 Cross-check information in databases, spreadsheets, and other records to ensure accuracy and reliability
- 5.3 Maintain proper documentation of corrections and update made to records

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduate from recognized college/university with a bachelor's degree in business administration, Information Management, Information Technology or a related field from recognized institution;
- 2 years of relevant work experience; OR
- Any combination of education, training, and experience that may be acceptable to the Office of the Public of the Public Service Commission

Skills:

- Attention to detail
- Multitask
- Meet deadlines
- Communication
- Maintain accurate records

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 **28th of October 2026**

Issued by the Public Service Commission on **14th of October 2026**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC