



## 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 (Compliance and Enforcement Unit)- (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 Compliance & Enforcement Officer supports the Compliance & Enforcement Officer-in- Charge in carrying out immigration enforcement, monitoring, and administrative tasks. This officer is responsible for assisting with visa logging, entry letters, alien registration cards, background checks, over stayer tracking, penalties, removal orders, bond refunds, and other compliance-related activities.

The officer ensures that all enforcement tasks are documented accurately, assists in monitoring court cases and deportation schedules, and contributes to the welfare and security of foreign nationals. The Officer may also assist in passenger clearance at the airport or seaport when required.

#### **KEY RESPONSIBILITIES:**

1. Visa processing, background checks, and compliance monitoring
2. Over stayer tracking and enforcement support
3. Investigation and documentation support
4. Court and deportation coordination
5. Operational and inter-agency support

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

- 1.1 Assist the Officer in charge with logging visas, creating Immigration clearances, preparing entry letters, and creating alien registration cards;
- 1.2 Conduct background checks on visa applicants, over stayers, and persons of interest;
- 2.1 Track over stayers and assist in issuing penalties, revocations, denied notices, and removal orders under Officer-in-Charge supervision;

- 3.1 Support monitoring of court cases and deportation schedules, ensuring all deadlines and actions are recorded;
- 3.2 Update and maintain the Person of Interest list in the Border Management Information System (MIDAS);
- 4.1 Assist in investigations of potential human trafficking, illegal entries, or other immigration violations;
- 4.2 Record and document all actions, penalties, and correspondence related to compliance tasks;
- 4.3 Respond to complaints and inquiries regarding immigration enforcement, escalating issues to the Officer-in-Charge as needed;
- 5.1 Monitor the welfare of foreign nationals and report concerns to the Officer-in-Charge;
- 5.2 Ensure all compliance activities adhere to the Immigration Act, SOPs, and departmental regulations.

### **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.

<<< Original Signed>>>

Mr. Jendrikdrik Paul  
Chairman, PSC

<<<Original Signed>>>

Mr. Almo Momotaro  
Commissioner, PSC