



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-032-26
OPENING DATE:02/11/2026
CLOSING DATE: 02/25/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 1/30/2026

Position Title:	Special Assistant to the President	
Grade and Salary (P/L):	Grade:16/3	Salary: \$40,000.00
Ministry and Division:	Office of the President & Cabinet	
Location:	Majuro	
Reports to:	Chief of Staff	

JOB PURPOSE: The Special Assistant provides analytical, research, communications, and coordination support to the Office of the President and Cabinet. The role ensures timely, accurate, and strategic information on domestic and international matters, strengthens policy decision making, and enhances the effectiveness of the President's engagements, public messaging, and interbranch relations.

KEY RESPONSIBILITIES:

1. Research & Analysis
2. Risk Management
3. Communication & Liaison
4. Monitoring & Report
5. Strategic Support
6. Translation

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide timely and accurate analysis of key domestic, regional, and international developments to support informed decision-making
- 1.2 Conduct in-depth research on emerging, evolving, and priority issues of national significance including political, economic, social, and environmental trends.
- 1.3 Prepare concise analytical briefs and issues summaries on priority topics
- 1.4 Conduct research on key issues including, but not limited to climate change, regional diplomacy, and government to government relations.

- 1.5 Compile background materials for high-level meetings, conferences, and international engagement.
 - 2.1 Identify risks, opportunities, and implications for national policy
 - 2.2 Ensure all written materials reflect the President's voice and policy directly.
 - 2.3 Maintain organized files, research archives, and communication records
 - 2.4 Provide administrative, analytical, and operational support as requested by the President or Chief of Staff.
 - 2.5 Perform all other responsibilities and duties as assigned to support the effective functioning of the Office of the President and Cabinet.
- 3.1 Prepare high-quality statements, remarks, messages, talking points, and other official communication materials in support of the President's engagements and public messaging.
- 3.2 Translate and prepare official documents in both English and Marshallese, ensuring clarity, accuracy, and consistency across languages.
- 3.3 Coordinate with ministries, agencies, and partners to ensure accurate and consistent information
- 3.4 Draft speeches, statements, and remarks for national events, international engagements, and public communications.
- 3.5 Develop talking points and briefing notes for meetings, courtesy calls, and diplomatic engagements.
- 3.6 Assist with coordination, logistics, and follow-up for high level meetings and engagements.
- 3.7 Support protocol arrangements for domestic and international events
- 4.1 Monitor, review, and report on matters pertaining to Legislative Affairs (Nitijela) and Judiciary Affairs to support effective coordination and strategic engagement with both branches of government.
- 4.2 Monitoring key political, economic, social, and environmental developments
- 4.3 Review reports, policy documents, and media sources to gather relevant information
- 4.4 Track global and regional trends that may impact national interests or policy direction
- 4.5 Review and refine drafts to ensure clarity, precision, and consistency across all communication outputs
- 4.6 Track Nitijela sessions, committee hearings, and legislative developments relevant to the Office of the President.
- 4.7 Monitor Judiciary matters of national significance and provide timely updates.
- 5.1 Collaborate with senior officials to ensure accuracy, coherence, and alignment with administration priorities.
- 5.2 Support coordination between the executive branch and both the legislative and judiciary branches
- 6.1 Translate official documents, statements, and correspondence between English and Marshallese.
- 6.2 Ensure translations maintain the intended meaning, tone, and cultural appropriateness.
- 6.3 Maintain consistency in terminology and messaging across languages

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduated from an accredited university with a degree in Political Science, Public Administration, International Relations, or related field
- Minimum of five (5) years of relevant work experience in government, policy, research, communications, or related sectors.

Skills:

- Ability to handle sensitive, confidential, and high-stakes information
- Prioritization and managing multiple complex tasks simultaneously
- Excellent written and verbal skills for drafting reports and correspondence (English & Marshallese)
- High level of professionalism, discretion, and cultural awareness
- Proactively identify issues and recommend solutions to senior officials, ministries, and external partners.

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: **25th of February, 2026**

Issued by the Public Service Commission on this **11th of February, 2026**.



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC