



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-020-26

OPENING DATE: 02/2/2026

CLOSING DATE: 02/13/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 1/22/26

Position Title:	Assistant Deputy Director	
Grade and Salary (P/L):	Grade: 12/1-12/3	Salary: \$24,000.00-\$27,000.00 per annum
Ministry and Division:	Ministry of Justice, Immigration and Labor	Division of Immigration
Location:	Majuro	
Reports to:	Director & Deputy Director of Immigration	

JOB PURPOSE: The Assistant Deputy Director supports the Deputy Director and Director in enforcing the Immigration Act and Regulations to protect the Republic of the Marshall Islands (RMI) borders. This role ensures effective control of immigration processes to prevent cross-border crimes, illegal movements, and threats to national security and public safety.

The position oversees the daily operations of the Division and its officers, ensuring compliance with immigration laws, regulations, and policies. The Assistant Deputy Director also performs human resource-related duties, including staff supervision, training, evaluation, and development, to maintain a capable and professional workforce that delivers efficient immigration services

KEY RESPONSIBILITIES:

1. Control and monitor RMI's borders in compliance with immigration laws, rules, and procedures.
2. Enforce regulations related to the arrival and departure of RMI citizens, foreign travelers, vessels, and aircraft.
3. Oversee and ensure efficiency in the daily operations of the Immigration Division and its staff.
4. Support the Deputy Director and Director in executing all operational, administrative, and enforcement functions.
5. Supervise, train, and evaluate staff to ensure competence, professionalism, and adherence to established procedures.
6. Perform human resource-related functions, including recruitment, orientation,

scheduling, performance management, and staff development.

MAIN DUTIES AND OUTCOMES:

- 1.1 Assist the Deputy Director and Director in carrying out all duties necessary for the enforcement of the Immigration Act and Regulations.
12. Monitor and ensure consistent and accurate use of the Border Management System (MIDAS), following standard operating procedures.
- 2.1 Ensure compliance with immigration laws governing the entry and departure of travelers, aircraft, and vessels, including document inspection.
- 2.2 Liaise on behalf of the Deputy Director and Director with the Attorney General's Office, National Security Office, Police, Labor Division, and other relevant agencies to ensure coordinated enforcement and policy implementation.
- 3.1 Support the visa issuance process in accordance with the Act and maintain an accurate registry of all non-citizens in the Republic.
- 4.1 Collect, analyze, and review operational data for periodic reporting to the Deputy Director and Director, including input for policy or regulatory improvements.
- 4.2 Review reports generated from MIDAS to verify accuracy and ensure data integrity.
- 4.3 Perform other related duties as assigned by the Deputy Director or Director.
- 5.1 Supervise and ensure the consistent performance of officers in day-to-day operations, providing guidance and oversight as needed
- 6.1 Assist in the recruitment, training, evaluation, and professional development of immigration staff.
- 6.2 Maintain personnel records, assist with leave management, and support staff welfare and disciplinary matters in coordination with HR policies.

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree from a recognized institution plus at least four (4) years of relevant work experience, or an equivalent combination of education and experience acceptable to the Public Service Commission.
- Preferred background in Public Administration, Law Enforcement, Human Resource Management, or a related field.

Skills:

- Strong leadership, team-building, and staff management and training abilities.
- Excellent organizational and multitasking skills with the ability to manage competing priorities effectively.
- Strong written and verbal communication skills in English for reports, correspondence, and presentations.
- Ability to establish and maintain professional working relationships with management, staff, and external partners.
- Sound knowledge of immigration laws, policies, and operational procedures, with the ability to interpret and enforce them fairly.

- Capable of impartial decision-making and confident judgment in high-pressure situations.
- Demonstrated professionalism, confidentiality, and integrity in all duties.
- Proficiency in Microsoft Office applications, email communication, and immigration database systems such as MIDAS.

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: 13th February, 2026

Issued by the Public Service Commission on: 2nd February, 2026.

Mr. Jendrikdrik Paul
Chairman, PSC

Mr. Almo Momotaro
Commissioner, PSC