



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-058-26
OPENING DATE: 3/27/2026
CLOSING DATE: 4/10/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 3/18/2026

Position Title:	IT Specialist	
Grade and Salary (P/L):	Grade: PL-12/1 - 12/3	Salary: \$24,000 - \$27,000 p.a.
Ministry and Division:	Ministry of Culture & Internal Affairs	CHIPO
Location:	Majuro	
Reports to:	Director of CHPO	

JOB PURPOSE: The IT Specialist is responsible for planning, implementing, managing, and maintaining the information technology systems, networks, and digital platforms of the Copyright & Historic Preservation Office (CHIPO) and related cultural institutions, including the Alele Museum.

The position ensures the reliability, security, and accessibility of IT systems, websites, databases, and digital communication platforms, enabling staff to work efficiently while safeguarding organizational data, intellectual property records, and public information.

KEY RESPONSIBILITIES:

1. IT Systems & Network Management
2. Website & Digital Platform Development
3. Data Management & Information Security
4. Technical Support & User Assistance
5. Digital Reporting & Information Sharing
6. Planning, Reporting & Continuous Improvement

MAIN DUTIES & OUTCOMES:

- 1.1 Install, maintain, monitor, and upgrade computer hardware, software, servers, and networks to ensure reliable, secure, and efficient IT systems that support uninterrupted daily operations.
- 2.1 Design, develop, and maintain official websites and digital platforms, including social media pages, to ensure accurate, accessible, and up-to-date public and stakeholder information locally and internationally.

- 3.1 Implement and manage secure data storage, backup, recovery, and cybersecurity measures to protect organizational records, intellectual property, and digital assets from data loss and security threats.
- 4.1 Provide timely technical support, troubleshooting, system configuration, and user assistance to staff to promote effective use of technology and minimize disruptions to work activities.
- 5.1 Organize, upload, and maintain digital reports, publications, and records on official platforms to ensure transparency, accountability, and easy access to information.
- 6.1 Prepare IT plans, cost estimates, quarterly reports, and system reviews to support informed decision-making, continuous system improvement, and effective resource management

DESIRABLE REQUIREMENTS:

Qualification:

- Bachelor’s degree in Information Technology, Computer Science, Information Systems, or a related field from a recognized college or university; OR
- Minimum of 4–6 years of relevant work experience in information technology systems support, website development, or network administration; OR
- Experience with government or public sector IT systems is an advantage; OR
- Exposure to off-island or professional IT training is desirable.

Skills:

- Strong computer literacy, including hardware and software installation and troubleshooting.
- Ability to design, develop, and maintain websites and web pages.
- Experience managing servers, databases, and local or cloud-based data systems.
- Knowledge of cybersecurity practices, data backups, and system security protocols.
- Familiarity with digital communication tools, online meetings, and content management systems.

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: **10th of April, 2026**

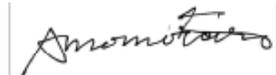
Issued by the Public Service Commission on this **27th of March, 2026**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher- Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC