



**REPUBLIC OF THE MARSHALL ISLANDS**  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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 • Web-site : [pscrmi.net](http://pscrmi.net)

*EA NO: RMI-105-26*  
*OPENING DATE: 5/25/2026*  
*CLOSING DATE: Until Filled*

**EMPLOYMENT ANNOUNCEMENT**

**Ref to CM of 5/12/2026**

<b>Position Title:</b>	Patient Coordinator ( 2 Posts)	
<b>Grade and Salary (P/L):</b>	Grade:11/1-11/3	Salary:\$21,000.00-\$23,000.00 per annum+ COLA
<b>Ministry and Division:</b>	Ministry of Health & Human Services	Bureau of Medical Referral Program
<b>Location:</b>	Manila & Taiwan	
<b>Reports to:</b>	Report directly to the Director of Medical Referral Office	

**JOB PURPOSE:** To provide necessary administrative management and patient care services for the Medical Referral Office.

**KEY RESPONSIBILITIES:**

1. Provide patient services.
2. Provide translation.
3. Process report.
4. Flexibility in Task Execution

**MAIN DUTIES AND OUTCOMES:(list no more than 2 related tasks to each responsibility)**

- 1.1 Housing arrangements for referred patients and their escort.
- 1.2 Orientation on rules and regulations of housing and transportation to referred patients.
- 2.1 Provide interpretation to patients when needed.
- 3.1 Compile and submit weekly patient status reports to the Director of MRO for review and submission for patients referred off island by the Medical Referral Committee.
- 3.2 Process require quarterly reports for the MRO Operation and submits them to the Director of MRO.
- 4.1 Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification

**DESIRABLE REQUIREMENTS:**

**Qualifications:**

- Graduate from a recognize University with a Bachelor Degree in Nursing with 3-5 years of work experience or any relevant experiences that may be acceptable to the Office of the Public Service Commission.
- Able to speak and write both in English and Marshallese
- Possess a valid driver's license

**Skills:**

- Proficient in Microsoft excel, wording, word processing and power point.
- Computer skills
- Communication skills
- Teamwork oriented
- Management skills on competing priorities

**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)).

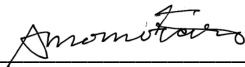
Issued by the Public Service Commission on this 25<sup>th</sup> of May, 2026.



Mr. Jendrikdrik Paul,  
Chairman, PSC



Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC



Mr. Almo Momotaro  
Commissioner, PSC