



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-027-26

OPENING DATE: 4/23/2026

CLOSING DATE: 5/8/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 4/14/2026

Position Title:	Land Leases Manager	
Grade and Salary (P/L):	Grade: PL-11/1 – 11/3	Salary: \$21,000.00 - \$23,000.00 p.a.
Ministry and Division:	Ministry of Internal Affairs	Land and Lease
Location:	Majuro	
Reports to:	Chief of Admin. Personnel & Finance	

JOB PURPOSE: To lead and manage the end-to-end land leasing process for the Ministry. This role ensures that all negotiations, title verifications, and legal documentations are executed in strict compliance with RMI government policies, legal frameworks, and landowner interests.

KEY RESPONSIBILITIES

1. Lease Operations & Administration
2. Land Records & Data Integrity
3. Due Diligence & Compliance
4. Stakeholder Liaison & Executive Reporting

MAIN DUTIES AND OUTCOMES:

- 1.1 Execute the drafting and technical review of lease agreements to ensure all documents are legally sound and "executive-ready" for the Secretary and Minister's signature.
- 1.2 Lead internal workshops and training sessions to improve staff capacity regarding RMI land tenure principles and updated government regulations
- 2.1 Develop and modernize a comprehensive digital database of all land holdings to provide the Ministry with accurate, secure, and instantly retrievable lease records.
- 3.1 Perform rigorous title searches and ownership verifications to mitigate legal risks and ensure that all new acquisitions are backed by verified documentation.
- 3.2 Conduct monthly and quarterly audits of all lease files to identify record-keeping errors

and ensure continuous procedural compliance across all Ministry archives.

4.1 Serve as the primary liaison for landowners and government agencies to maintain trust and ensure professional relationship management between the Ministry and external stakeholders.

4.2 Coordinate stakeholder consultation meetings and prepare briefing papers to facilitate informed policy decision-making by the Secretary and Minister.

DESIRABLE REQUIREMENTS:

Qualification:

- Bachelor's Degree in Land Management, Business Administration, or Law; OR
- At least 2–4 years of experience in land administration, real estate, or legal clerking.

Skills:

- Proficiency in MS Office (Excel for data, Word for drafting, Outlook for scheduling).
- Experience with database management and digital filing systems.
- Knowledge of RMI land tenure principles and government regulations.

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: **5th of May, 2026**

Issued by the Public Service Commission on this **24th of April, 2026.**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC