Republic of the Marshall Islands
Office of the Public Service Commission
PO Box 90 ~ Majuro, MH 96960 ~ Marshall Islands
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Webpage: pscrmi.net

EA NO: RMI-197-26
OPENING DATE: 10/21/2026
CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 10/15/2026

Position Title:	Security Officer	
Grade and Salary (P/L):	Grade: PL 8/2-8/5	Salary: $8,710.00-$13,045.00 per annum+15%ND
Ministry and Division:	Ministry of Culture & Internal Affairs	V7AB
Location:	Majuro	
Reports to:	Director for V7AB	

JOB PURPOSE: To provide a professional, efficient and approachable security service, always maintaining a high level of customer service to staff and visitors. The Security team ensures the safety of the MoCIA within the MoCIA premises.

KEY RESPONSIBILITIES:

1. Protect Employees and Customer
2. Protecting property
3. Customer Service
4. Perform other duties within the capacity, qualification and experience normally expected from person occupying position at this classification.

MAIN DUTIES AND OUTCOMES:

1.1 Ensure the safety of employees and visitors on MOCIA property
1.2 Escort or drive moto vehicle to transport individuals to specified locations and to provide personal protection (employees and visitors)
1.3 Stand-by for incoming calls from MOCIA admin office for emergency cases.
2.1 Carry out internal and external patrols, day and night to ensure safety and secure environment
2.2 Ensure that those who are not granted access to area are professional and politely prevented from gaining access or escorted from the building
2.3 Responds to fires, natural disasters, or other hazardous events.
3.1 provide visitors with helpful advice, guidance and information and/ or direct to others staff who can assist

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4.1 Contribute to a safe environment and cleanliness of the MOCIA premises
4.2 Adhere to and cooperate with all policies and procedures of the MOCIA and relevant legislation

DESIRABLE REQUIREMENTS:
Qualifications:

- Minimum of High School Diploma with 2 years of works experience in custodian duties. OR any combination of experience, which may be acceptable to the Public Service Commission.
- Valid Driver License

Skills:

- Good interpersonal skills and the ability to facilitate effective communication among all levels of staff and patients;
- Ability to maintain a sense of calm and control in difficult situations, minimizing panic in others;
- Reliable with excellent timekeeping;
- Self-motivated with a willing and friendly approach;
- Willingness to undertake a flexible shift pattern including night shifts;
- Ability to assess a situation quickly, using appropriate actions to diffuse a situation and provide effective solutions.

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: (psc.recruit@rmi.gov.mh).

Issued by the Public Service Commission on this 21st *of October 2026*

Mr. Jendrikdrik Paul	Mrs. Annaruth Reiher- Samuel	Mr. Almo Momotaro
Chairman, PSC	Commissioner, PSC	Commissioner, PSC

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