



,\*vbnm1 REPUBLIC OF THE MARSHALL ISLANDS  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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*EA NO: RMI-070-26*  
*OPENING DATE: 04/14/2026*  
*CLOSING DATE: 04/28/2026*

**EMPLOYMENT ANNOUNCEMENT**

Ref to CM 03/21/2026

<b>Position Title:</b>	<b>Foreign Service Officer- Economic &amp; Social Affairs</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade: PL-12/1 – 12/3</b>	<b>Salary: \$24,000 - \$27,000 per annum.</b>
<b>Ministry and Division:</b>	<b>Ministry of Foreign Affairs and Trade</b>	<b>Bureau of Bilateral Affairs</b>
<b>Location:</b>	<b>Majuro</b>	
<b>Report to:</b>	<b>Assistant Secretary of Bilateral Affairs</b>	

**JOB PURPOSE:** Under the supervision and direction of the Assistant Secretary for Bilateral Affairs Bureau, the Foreign Service Officer for Economic and Social Affairs is responsible for the specific duties and advancement of external economic and social interests of the Republic

**KEY RESPONSIBILITIES:**

1. Diplomatic Correspondence
2. Leadership Support
3. Bureau Management
4. Partner Relations
5. Policy & Analysis
6. Trade & Investment
7. Strategic Implementation
8. Coordination

**MAIN DUTIES & RESPONSIBILITIES:**

- 1.1 Draft, review, and edit official communications, diplomatic notes, memorandums, and briefing notes
- 2.1 Serve as Acting Assistant Secretary when necessary; chair internal meetings and represent the Bureau in high-level discussions
- 3.1 Develop work plans, timelines, and task assignments; monitor progress and provide status updates

4.1 Maintain relations with bilateral partners through meetings, courtesy visits, and follow-ups on agreements

5.1 Analyze reports from overseas Missions, conduct research on economic/social issues, and provide policy recommendations

6.1 Explore trade opportunities, market access, and investment for export diversification; provide import/export policy recommendations

7.1 Analyze treaties and agreements for implementation; develop strategies for globalization and freer trade

8.1 Liaise with other ministries and overseas Missions on joint initiatives and job creation opportunities

### **DESIRABLE REQUIREMENTS:**

#### **Qualifications:**

- Graduate from and accredited University of College with a Bachelor Degree in Political Science or International Relations, or any equivalent combination of experience and training which provides the requires education, training and experience required for the job,
- Certificate in Diplomatic Training

#### **Skills:**

- Professional Competence
- Leadership & Management
- Communication
- Policy & Legal Awareness
- Diplomatic Drafting
- Analytical Skills
- Strategic Planning
- Coordination & Liaison

### **FILING INSTRUCTIONS**

Secure application forms 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 PSC email address at: [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)

The Completed application must be received at the Public Service Commission by: **28<sup>th</sup> of April 2025**

Issued by the Public Service Commission on this day: **14<sup>th</sup> April, 2025**



Mr. Jendrikdrik Paul  
Chairman, PSC



Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC



Mr. Almo Momotaro  
Commissioner, PSC