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-204-26
OPENING DATE:11/10/2026
CLOSING DATE: 11/19/2026

EMPLOYMENT ANNOUNCEMENT
Ref to CM of 11/3/2026

Position Title:	Information Technology Officer	
Grade and Salary (P/L):	Grade:11/1-11/3	Salary: $21,000.00-$27,000.00 per annum
Ministry and Division:	Ministry of Finance, Banking & Postal Services	IT Division
Location:	Majuro	
Reports to:	Chief Systems Administrator	

JOB PURPOSE: The Information Technology Officer is responsible for maintaining, supporting, and troubleshooting the Ministry's information technology systems and the Government-wide Financial Management Information System (FMIS), Bisan. The position provides technical support for computer hardware, software, networks, cybersecurity, user access, and business applications to support reliable, secure, and efficient daily operations. The Officer works under the direction of the Chief Systems Administrator and coordinates with Ministry divisions and other Government agencies on IT-related matters.

KEY RESPONSIBILITIES:

1. IT Systems Maintenance
2. FMIS (Bisan) Support
3. Technical and User Support
4. Cybersecurity and Data Protection
5. Business Applications and IT Projects
6. IT Compliance and Records Management
7. IT Service Improvement

MAIN DUTIES AND OUTCOMES:

1.1 Install, configure, maintain, and troubleshoot computer systems, hardware, software, network devices, and peripherals to support reliable IT operations.
1.2 Perform routine system maintenance, updates, and security patches and identify issues that may affect system performance or availability.
2.1 Assist with the maintenance, configuration, testing, and troubleshooting of the Government-wide FMIS (Bisan) to support accurate and uninterrupted system operations.
2.2 Provide technical support to Ministry and Government-wide Bisan users and assist with user access, system issues, and approved system changes.

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3.1 Diagnose and resolve hardware, software, network, and system-related issues and provide timely technical assistance to users.
3.2 Create, modify, monitor, and deactivate user accounts and access permissions in accordance with approved authorization and security procedures.
4.1 Apply and monitor approved security measures, including antivirus protection, firewalls, system updates, and access controls, to help protect Government systems and information.
4.2 Support data backup, restoration, and disaster recovery procedures to safeguard Government information and maintain system availability.
5.1 Install, maintain, upgrade, and troubleshoot business applications and monitor software licensing requirements to support compliant use of applications.
5.2 Research technology options and provide recommendations and technical assistance for IT projects and system improvements.
6.1 Maintain accurate IT records, system documentation, equipment inventories, software license information, and user access records for operational and audit purposes.
6.2 Follow applicable IT policies and procedures and participate in relevant training, professional development, meetings, and activities to maintain current technical knowledge.
7.1 Identify recurring IT issues, process gaps, and opportunities to improve systems, controls, workflows, and user support.
7.2 Recommend and assist with implementing practical improvements that strengthen IT efficiency, security, reliability, and service delivery.

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree in information technology, Computer Science, Information Systems, Cybersecurity, or a related field.
- At least three (3) years of relevant work experience in information technology, systems administration, network administration, technical support, cybersecurity, or a related field.
- Knowledge of computer hardware, software, operating systems, networking, system administration, and IT infrastructure.
- Knowledge of Government IT policies, procedures, information security requirements, data protection practices, and technology standards is desirable.
- Experience supporting enterprise systems, financial management information systems, or other Government-wide business applications is desirable.
- Experience installing, configuring, maintaining, and troubleshooting computer systems, networks, software, servers, and peripheral equipment.
- Experience providing user support and resolving hardware, software, network, and system-related issues.
- Experience managing user accounts, access permissions, cybersecurity controls, backups, and system updates.
- Experience maintaining IT records, system documentation, equipment inventories, software licenses, and user access records.

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- Proficiency in Microsoft Office and relevant IT applications, system administration tools, and technology platforms.
- Valid driver's license and ability to drive

Skills:

- Strong technical, analytical, troubleshooting, and problem-solving skills.
- Ability to install, configure, maintain, and troubleshoot IT systems, networks, applications, and related equipment.
- Ability to apply IT policies, procedures, cybersecurity controls, and data protection practices.
- Strong attention to detail and commitment to system reliability, security, and data integrity.
- Effective organizational, time-management, and documentation skills, including the ability to manage multiple technical requests and meet deadlines.
- Strong written and verbal communication and interpersonal skills.
- Ability to provide technical support and explain IT solutions to users with varying levels of technical knowledge.
- Ability to handle confidential Government information with integrity and discretion.
- Ability to work effectively with management, employees, Government agencies, vendors, and service providers.
- Ability to identify and recommend practical improvements to IT systems, controls, and delivery service.

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

The Completed application must be received at the Public Service Commission by **19th of November 2026**

Issued by the Public Service Commission on the **10th of November 2026.**

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

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