



**Republic of the Marshall Islands**  
**Office of the Public Service Commission**

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EA NO: RMI-081-26

OPENING DATE: 4/14/2026

CLOSING DATE: 4/29/2026

**EMPLOYMENT ANNOUNCEMENT**

CM of 4/8/2026

Position Title:	Head Nurse	
Grade and Salary (P/L):	Grade: PL 12/1-12/3	Salary: \$24,000.00-\$70,000.00 p. a + 15%ND or 20% SD if on duty
Ministry and Division:	Ministry of Health and Human Services	Bureau of Nursing Services
Location:	Majuro	
Reports to:	Clinical Shift Supervisor Nurse Chief Nurse	

**JOB PURPOSE:** To coordinate nursing activities (clinical and administrative) within the Hospital Unit during scheduled shifts

**KEY RESPONSIBILITIES:**

1. Supervision and Nursing activities
2. Equipment and nursing facility issues
3. Training and Development
4. Perform other duties within the capacity, qualification and experience normally expected from person occupying a position as this classification.

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Supervise nurses and students within the unit and ensure nursing care is carried out accordingly, and efficiently.
- 1.2 Prepare roster, assign duties, and ensure adequate staffing for the unit.
- 1.3 Observe nursing care and visit patients to ensure that nursing care is carried out as directed and treatment administered in accordance with physician's instructions.
- 1.4 Inspects rooms and wards for cleanliness and comfort.
- 1.5 Assist physicians with patient's examinations, treatments, dressings, tests, operations, and deliveries and carry out physician's order.
- 1.6 Evaluate patient's symptoms and reactions to medications and report to Physician.

- 1.7 Develop and maintain protocols, standard operating procedures, and other specific unit guidelines.
- 1.8 Orders, or directs ordering of drugs, solutions, and equipment, and maintains records on narcotics.
- 1.9 Investigates and resolves complaints or refers unusual problems to superior.
- 1.10 Manage maintenance of the narcotic inventory and ensure correct account and double signatory.
- 1.11 Manage maintenance of the crash cart inventory and ensure updated drugs and supplies are in place.
- 1.12 Conduct Performance Evaluations for Nurses and other health professionals within the unit.
- 1.13 Assist with direct patient care if needed.
- 2.1 Co-ordinate machinery & equipment (including beds) between units in emergencies.
- 2.2 Co-ordinate lack of supplies, locate shared supplies and work with the Medical Supply unit.
- 2.3 Co-ordinate with Security, Housekeeping and Maintenance on issues related to nursing activities.
- 3.1 Be an active part in training and activity planning including orientation of new employees and students.
- 3.2 Conduct training sessions on protocols, standard operation procedures and other specific unit guidelines for the unit.
- 3.2 Advise Training & Development Coordinator on necessary training for nursing units.
- 4.1 Ensure an appropriate standard of cleanliness and infection control within the unit, liaising with the maintenance and housekeeping staff as appropriate.
- 4.2 Adhere to and cooperate with all policies and procedures of the Ministry and relevant legislation.

#### **DESIRABLE REQUIREMENTS:**

##### **Qualifications:**

- Graduate from a recognized college with a Bachelor of Science in Nursing with 5-7 years of services and have completed staff nurse II level. Must have a valid Medical License.

##### **Skills:**

- High level of interpersonal skills and the ability to facilitate effective communication among all levels of staff, patients, and outside organizations.
- Caring and quality driven commitment to provide excellent health services.

#### **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)).

The Completed application must be received at the Public Service Commission by: 29<sup>th</sup> April

,2026

Issued by the Public Service Commission on this 15<sup>th</sup> April, 2026.



Mr. Jendrikdrik Paul  
Chairman, PSC



Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC



Mr. Almo Momotaro  
Commissioner, PSC