REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION
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EA NO: RMI-215-26
OPENING DATE: 11/24/2026
CLOSING DATE: 12/7/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM 11/5/2026

Position Title:	Human Resources Director	
Grade and Salary (P/L):	**Grade:** 13/1-13/3	**Salary:** $27,000.00-$30,000.00 per annum
Ministry and Division:	Ministry of Foreign Affairs & Trade	Bureau of Administration
Location:	Majuro	
Reports to:	Assistant Secretary Bureau of Administration	

JOB PURPOSE: Under the direct supervision of the Assistant Secretary of the Bureau of Management, the Human Resources Director leads strategic human resources initiatives, oversees daily personnel operations, and ensures workforce compliance across the Ministry and its overseas diplomatic mission.

KEY RESPONSIBILITIES:
1. Recruitment and Talent Acquisition
2. Staff Onboarding and Career Development
3. Workforce Planning and HR Reporting
4. Performance Evaluation and Records Management
5. Policy Compliance and Employees Relations
6. Attendance and Payroll Administration

MAIN DUTIES AND OUTCOMES:
1.1 Direct candidate selection, hiring, and benefits administration in daily coordination with the Public Service Commission to fill vacancies efficiently
2.1 Design and deliver structured orientation programs and career progression pathways for Ministry and Staff of Foreign Service Officers
3.1 Compile and analyze workforce metrics to advise executive leadership on organizational structure and staffing needs
4.1 Administer and refine performance evaluation systems across headquarters and overseas missions to maintain staff accountability
4.2 Establish and maintain a secure personnel filing system to ensure accurate, up to date employee records

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5.1 Advise leadership on labor standards and Public Service Regulations, enforcing the Ministry Code of Ethics through timely administrative actions when necessary
5.2 Execute additional human resources duties as assigned by the Secretary of Foreign Affairs and Trade
6.1 Supervise time-clock operations and audit personnel attendance records to guarantee accurate and compliant payroll processing

DESIRABLE REQUIREMENTS:

Qualifications:

- A bachelor's degree in Human Resource Management, Business Administration, Public Administration, Management, or a related field; or an equivalent combination of education, training, and relevant work experience acceptable to the Public Service Commission.
- At least two (2) to three (3) years of progressively responsible experience in human resource management, personnel administration, contract administration, or a related field.
- Experience coordinating employment contracts, personnel records, performance management, and HR matters involving overseas or international personnel is desirable.
- Knowledge of applicable Public Service Commission requirements, employment policies, personnel procedures, and Code of Ethics requirements is desirable.
- Proficiency in Microsoft Office applications and the ability to prepare accurate correspondence, reports, and personnel records.

Skills:

- Strategic planning, organizational development, and operational leadership abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and HR databases.
- Strong interpersonal, communication, and collaborative team-building skills.
- Proven ability to prioritize tasks and meet strict administrative deadlines.

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 the email address: (psc.recruit@rmi.gov.mh).

The Completed application must be received at the Public Service Commission by: 7th December,2026

Issued by the Public Service Commission on 24th of November, *2026*

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

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