



**REPUBLIC OF THE MARSHALL ISLANDS**  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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*EA NO: RMI-080-26*

*OPENING DATE: 4/13/2026*

*CLOSING DATE: 4/28/2026*

**EMPLOYMENT ANNOUNCEMENT**

*Ref to CM of 2/20/2026*

<b>Position Title:</b>	<b>Human Resources &amp; Training Coordinator</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade:12/1-12/3</b>	<b>Salary:\$24,000.00-\$27,000.00 per annum</b>
<b>Ministry and Division:</b>	<b>Office of the Public Service Commission</b>	<b>Personnel &amp; Training</b>
<b>Location:</b>	<b>Majuro</b>	
<b>Reports to:</b>	<b>Assistant Commissioner for Personnel &amp; Training</b>	

**JOB PURPOSE:** The Human Resources & Training Coordinator is responsible for overseeing the efficient administration of personnel activities and the strategic coordination of training initiatives within the Public Service. This role ensures that all employment actions—from recruitment to contract management—comply with Public Service Regulations while proactively identifying and addressing capacity development needs through partnerships with training institutions. The Coordinator serves as a key liaison for line Ministries, maintaining accurate HR data and providing policy recommendations to enhance both workforce performance and organizational effectiveness across the government

**KEY RESPONSIBILITIES:**

1. Personnel Activity Management
2. Data Integrity & HRMIS Maintenance
3. Reporting & Strategic Analysis
4. Inter-Agency Liaison & Advisory
5. Compliance Monitoring & Workflow Management
6. Documentation & File Management
7. Training Coordination & Initiative Management
8. Institutional Collaboration
9. Policy Research & Recommendation
10. Needs Assessment
11. Progress Reporting

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Process all personnel actions—including incoming memos, employment contracts, and vacancy announcements—in strict alignment with Public Service Regulations to ensure efficient, compliant, and timely administrative operations
- 2.1 Populate and update information within the Human Resource Management Information System (HRMIS) and collaborate with the Data/Fiscal Officer to ensure complete, accurate, and reliable digital employee records
- 3.1 Write required monthly, quarterly, and annual portfolio budget reports, including in-house analysis of Ministry requests, to provide the Commission with clear data for informed decision-making
- 4.1 Act as a central point of contact for line Ministries and the public on HR issues, including assisting with induction sessions and spot checks, to ensure consistent policy application across all Government Agencies
- 5.1 Evaluate current Standard Operating Procedures and provide recommendations to the supervisor to achieve continuous improvement in HR policy and workflow effectiveness
- 6.1 Manage the receipt, scanning, and filing of incoming documents into the PSC Shared folder to maintain a systematic and accessible audit trail of all approved actions
- 7.1 Coordinate all training initiatives and activities under the Public Service Commission to ensure capacity development needs are met across the public service
- 8.1 Partner with training institutions, such as colleges and universities (e.g., CMI, USP), to facilitate the delivery of specialized programs designed to improve overall service delivery
- 9.1 Conduct research and provide policy recommendations to the Commission regarding specific training needs to ensure the Public Service stays aligned with current workforce requirements
- 10.1 Work directly with Ministries and Agencies under the Commission’s purview to identify specific training gaps and requirements
- 11.1 Generate monthly reports on all training activities and future plans to provide clear visibility into the progress and impact of training programs

## **DESIRABLE REQUIREMENTS:**

### **Qualifications:**

- Bachelor’s Degree from an accredited institution in Human Resources, Public Administration, Business Administration, Education, or a related management field
- Professional Certification (preferred): While not always mandatory, certifications such as SHRM-CP (Society for Human Resource Management Certification Professional), PHR (Professional in Human Resources), or aPHR (Associate Professional in Human Resources) are highly valued for HR professionals. For the training component, a certification in Learning and Performance (e.g., CPLP) or Talent Development is an asset
- Minimum 5 Years: The Republic of the Marshall Islands (RMI) Public Service Commission typically requires at least five (5) years of experience in a Human Resource position, management setting, or as a coordinator
- Proven Track Record: Experience in the full training cycle—including needs assessment, curriculum development, coordination, and evaluation—is essential

### **Skills:**

- Communication Mastery
- Technical Proficiency
- Instructional Delivery
- Organizational & Analytical Skills
- Interpersonal & Soft Skills

**FILING INSTRUCTIONS:**

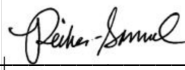
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

The complete application must be received at the Public Service Commission by: **28<sup>th</sup> of April, 2026**

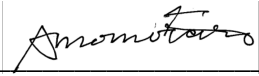
Issued by the Public Service Commission on this **14<sup>th</sup> of April, 2026**



Mr. Jendrikdrik Paul  
Chairman, PSC



Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC



Mr. Almo Momotaro  
Commissioner, PSC