



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

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*EA NO: RMI-064-26*  
*Opening Date: 3/31/2026*  
*Closing Date: 4/14/2026*

**EMPLOYMENT ANNOUNCEMENT**

CM of 3/20/2026

<b>Position Title:</b>	IT Manager	
<b>Grade and Salary (P/L):</b>	Grade: PL – 13/1	Salary: \$30,000.00 p.a
<b>Ministry and Division:</b>	Ministry of Culture & Internal Affairs	
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Chief of Admin., Personnel & Finance	

**JOB PURPOSE:** To plan, manage, maintain, and improve the Ministry of Culture & Internal Affairs’ information technology systems to ensure reliable, secure, and efficient access to computer networks, software, web services, and data required for daily operations and public service delivery.

**KEY RESPONSIBILITIES:**

1. IT Systems Management
2. Information Security
3. Website and Digital Platforms
4. Technical Support
5. IT Planning and Upgrades
6. Reporting and Other Duties

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Install, configure, monitor, and maintain computer hardware, software, and local servers
- 1.2 Ensure IT systems are operational, efficient, and meet ministry requirements.
- 2.1 Implement security measures and monitor system compliance and certificates.
- 2.2 Safeguard data, files, and communications used across ministry networks
- 3.1 Design, develop, and maintain ministry websites, including Alele Museum and CHIP Office sites.
- 3.2 Manage ministry social media pages and publish reports for public and stakeholder Access

- 4.1 Provide technical assistance and troubleshoot hardware and software issues for staff.
- 4.2 Support virtual meetings and interlink systems with external networks as required
- 5.1 Install and update required software and hardware.
- 5.2 Anticipate, estimate, and report costs for system replacements and upgrades annually
- 6.1 Compile and submit quarterly IT project and activity reports
- 6.2 Perform other related tasks as assigned by management

**DESIRABLE REQUIREMENTS:**

Qualifications:

- Bachelor’s Degree in Information Technology or a related field from a recognized college or university

Skills:

- Ability to design and develop websites and web pages
- Strong computer troubleshooting and technical support skills.
- Proficient in server management and network systems
- Good report-writing and communication 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 Completed application must be received at the Public Service Commission by: 14<sup>th</sup> of April, 2026

Issued by the Public Service Commission on this 31<sup>st</sup> March, 2026



Mr. Jendrikdrik Paul  
Acting Chairman, PSC



Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC



Mr. Almo Momotaro  
Commissioner, PSC