



Republic of the Marshall Islands
Office of the Public Service Commission

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Re-announcement of EA RMI-156-21

EA.NO.: RMI-024-22
OPENING DATE: 02/01/22
CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT

REF: CM of 01/28/22

Position Title:	Information Technology Specialist	
Grade and Salary (P/L):	PL 10/1 - 10/3	\$18,000.00 - \$20,000.00 per annum plus 20%ED
Ministry and Division:	Ministry of Health & Human Services	Bureau of Kwajalein Atoll Health Care Services
Location:	Ebeye	
Reports to:	Report directly to the Director (Health Informatics Department)	

JOB PURPOSE: To provide information technology services to the Ministry of Health and Human Services

KEY RESPONSIBILITIES:

1. Provide IT services
2. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification.

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide technical assistance to all program areas in the Ministry on planning and execution of information technology systems for the Ministry to support the development and implementation projects, allocation of project leaders and resources, monitoring project status and ensuring each project's successful completion.
- 1.2 Responsible for providing the appropriate levels of computer and data communication services to all users within the ministry. He or she is tasked with the planning and execution of data networking projects, preparation and execution of preventive maintenance programs for computer equipment.
- 1.3 Responsible for conducting systems and requirement analysis and applicable system design, accountable for the performance of projects tasks and responsible for the successful implementation and maintenance of application systems and integrity of data stored in the ministry's HR database.
- 1.4 Responsible for maintaining all data communication facilities assigned to him/her in proper working condition, performs computer maintenance and minor repairs, responsible for the maintenance of the network backbone and computer systems, assist in the design of new forms for computer application use, develop and maintain procedures for file control.
- 1.5 Work with user departments to resolve conflicts and to ease the conversion to an automated data processing

- 1.6 Assist in developing systems specifications including requirements, design, programming, documentation, test conversion and implementation. Conduct department training program consistent with identified needs and hardware/software characteristic, develop and maintain procedures for file control, file and space allocation and operating methods. Working with user departments to resolve conflicts and to ease the conversion to and automated data processing system

DESIRABLE REQUIREMENTS:

Qualification:

- Graduation from University or College with a BS degree in Information Technology or related course.
- Marshallese/English

Experience:

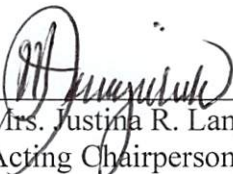
- At least two (2) years experience as an Information Technology Specialist.


Skills:

- Technical skills
- Organizational skills
- Interpersonal skills
- Communication skills
- Patience
- A meticulous and methodical nature
- A logical mind
- Capable of working well under pressure
- Enthusiasm to be continually learning

Secure application form from the Public Service Commission's Office in Majuro and the Office of Deputy Chief Secretary on Ebeye or may inquire further by contacting the following PSC email addresses: (pscrmi.recruit@gmail.com).

Issued by the Public Service Commission on this **01st February 2022**.


Mrs. Justina R. Langidrik
Acting Chairperson, PSC


Mr. Edward O'Brien
Commissioner, PSC