



Republic of the Marshall Islands
Office of the Public Service Commission

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Employment Announcement Number: RMI-207-18

OPENING DATE: November 27th, 2018

CLOSING DATE: December 19th, 2018

EMPLOYMENT ANNOUNCEMENT

The Public Service Commission is accepting applications to fill the following position:

Position Title:	Data Officer I	
Grade and Salary (P/L):	PL-9/1 – 9/5	\$13,045.00 - \$17,025.00 per Annum
Ministry and Division:	Ministry of Health, Office of the Policy, Planning, and Statistics	Bureau of Majuro Atoll Health Care Services
Location:	Majuro	
Reports to:	Director of Vital Statistic	

JOB PURPOSE: To provide assistant in collecting data from the wards and to assist in preparing needed reports for Vital Statistic for the Ministry of Health

KEY RESPONSIBILITIES:

1. Process and collect Data.
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 Coordinates the collection and submission of health information into the centralized Health Management Information System databases.
- 1.2 Assists in developing system specifications including requirements, design, programming, documentation, testing, conversion, and implement.
- 1.3 Assists in the development and maintenance of a wide variety of programs, scripts, and procedures necessary in support of the ministry’s information database.
- 1.4 Assists in departmental training programs consistent with identified needs and hardware/software characteristics.

1.5 Reviews system output to determine trends, and make recommendations for hardware/software and procedural changes; compiles and collect data from all hospital and public health programs for monthly reports.

1.6 Assists in the design of new forms for computer applications; develops and maintains procedures for file control, file and space allocation, and operating methods; works with MOH departments to resolve conflicts related to data management and to ease the conversion to computerized data processing system.

1.7 Recommends hardware and software solutions for back bone and end-user applications as necessary.

2.1 Performs other related duties as assigned.

DESIRABLE REQUIREMENTS:

Qualification:

- Graduate from college with a Bachelor of Science degree in management
- Marshallese/English

Experience

- At least (4) years of experience in information and/or management and administration, any combination of education and experience which may be acceptable to the Public Service Commission.

Skills:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or graphic form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to understand and apply knowledge of all related Vital Records issues.
- Ability to use typing skills and a computer.
- Ability to accurately and efficiently follow instructions of leadership and supervision.
- Ability to read and comprehend complex instructions, detailed correspondence, memos, laws, codes, rules, policies, and procedures.
- Ability to write basic correspondence.
- Ability to effectively present information in one on one, small group situations to customers, clients, and other employees of the Ministry of Health.
- Ability to add, subtract, multiply, and divide including the use of generally accepted.


FILING INSTRUCTIONS:

Secure application forms from the Public Service Commission's Office in Majuro and the office of Deputy Chief Secretary on Ebeye or may inquire further by contacting PSC email addresses: pscrmi@ntamar.net.

The completed application must be submitted to the Public Service Commission office in Majuro and Office of the Deputy Chief Secretary in Ebeye no later than **December 19th, 2018** before 5:00 pm.

Issued by the Public Service Commission on this 27th day of November, 2018.


Chairman, PSC


Commissioner, PSC