



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498

• Email: pscrmi.recruit@gmail.com • Webpage: pscrmi.net

EA NO: RMI- 015-24

OPENING DATE: 02/09/2024

CLOSING DATE:02/23/2024

EMPLOYMENT ANNOUNCEMENT

01/19/2024

Position Title:	Assistant Secretary for Program Development & Assessment	
Grade and Salary (P/L):	Grade: PL14/1-14/3	Salary: \$31,000.00-\$35,000.00pa
Ministry and Division:	Ministry of Cultural & Internal Affairs	
Location:	Majuro	
Reports to:	Secretary of Cultural & Internal Affairs	

JOB PURPOSE: Ensure all program areas in the Ministry are following & are performing activities in each areas as stated in the Ministry’s Strategic plan

KEY RESPONSIBILITIES:

1. Develop, Implement coordinate plan activities
2. Perform other duties within the capacity, qualification and experience normally expected from a person occupying position as this classification.

MAIN DUTIES AND OUTCOMES:

- 1.1 Responsible for overall organizing, planning, directing, Coordinating and maintaining the various functions within the Ministry Community Development, Gender In Development, Youth Services Bureau, Child Right office, Community & Human Right office, Central Adoption Agency & Registrar.
- 1.2 Ensure employees undergo professional training to improve services;
- 1.3 Initiate plans to improve the performance of each program area within the Ministry and ensure the Ministry attains full participation and collaboration with national, regional and international stakeholders including non-government organizations.
- 1.4 Collaborate with Assistant Secretary for Admin. Personnel & Finance to ensure reports and recommendation is thorough and inclusive.
- 1.5 Work closely with all division chief and program managers in preparation of the annual Budget;
- 1.6 Ensure all evaluation and self-appraisal forms for all employees are complete and submitted;

- 1.7 Request training program for all employees from PSC and other local and international partners;
- 1.8 Serve as a Chairperson for the Human Rights Working Committee
- 2.1 Perform monthly, quarterly and annual quantitative and qualitative reports and other data's report as needed by the Ministry and international partners
- 2.2 May represents the Secretary of the Ministry of Culture & Internal Affairs at meetings and conferences overseas.
- 2.3 Prepares and submits reports to the Chief Secretary and the Minister of MoCIA.
- 2.4 Prepares, review and submits the Ministry performance base fiscal year budget, review proposal Federal Grants, United Nation Grants, donating countries and others.
- 2.5 Compile of reports for all the UN Conventions RMI has acceded.
- 2.6 Perform other related duties as required by the Secretary of Culture & Internal Affairs

DESIRABLE REQUIREMENTS:

- Graduation from a recognized college or university with a bachelor degree in Public & Business Administration, or related fields (Master Degree preferable)
- At least five (5) years' work experience in administration and managerial duties. OR, any other equivalent combination of education and experience which may be acceptable to the Public Service Commission.
- Fluent in English/Marshallese

Skills:

- Strong management and strategic planning skills and experience in diverse settings and population groups
- Problem solving skills and ability to mobilize resources in a timely manner
- Legal knowledge and be able to develop and advise on laws and regulations
- Knowledgeable and understanding of health care services
- Effective and efficient organizational skills
- Technology skills to keep up to date with the latest information technologies
- Grant writing and reporting skills
- Good negotiation and communication skills
- Public speaking and presentation skills
- Good interpersonal and team work skills
- Cultural competency skills

FILING INSTRUCTIONS:

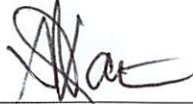
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: 23rd of February, 2024

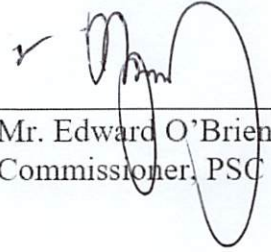
Issued by the Public Service Commission on this day: 9^h February 2024.



Mr. Michael Konelios
Chairman, PSC



Ms. Amenta Matthew
Commissioner, PSC



Mr. Edward O'Brien
Commissioner, PSC