Republic of the Marshall Islands
Office of the Public Service Commission
PO Box 90 ~ Majuro, MH 96960 ~ Marshall Islands
Phone: 692.625.8298 ~ 692.625.8498 ~ Fax: 692.625.3382 ~ Email: pscrmi.recruit@gmail.com
Webpage: pscrmi.net

EA NO: RMI-053-24
OPENING DATE: 03/21/2024
CLOSING DATE: 04/04/2024

EMPLOYMENT ANNOUNCEMENT
Ref to CM of 03/15/2024

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Dental Assistant II</th>
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<tbody>
<tr>
<td>Grade and Salary (P/L):</td>
<td>Grade: PL 8/1-8/5</td>
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<tr>
<td></td>
<td>Salary: $10,025.00-$13,045.00 p.a</td>
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<tr>
<td>Ministry and Division:</td>
<td>Ministry of Health and Human Services</td>
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<td></td>
<td>Bureau of Oral Health Services</td>
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<td>Location:</td>
<td>Majuro</td>
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<td>Reports to:</td>
<td>Report directly to the Dental Supervisor</td>
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JOB PURPOSE: To provide Assistant Services to the patients.

KEY RESPONSIBILITIES:
1. Make appointment
2. Prepare and sterilize Dental instruments
3. Prepare patient for treatment
4. Assist the Dental Laboratory technician
5. Filing
6. Cleaning
7. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this grade.

MAIN DUTIES AND OUTCOMES:
1.1 Make appointment to a Dentist or a Dental Nurse
1.2 Sterilize dental instruments, prepare trays of instrument for a Dentist or Dental Nurse
3.1 Prepare patient for treatment by placing a towel on the patient and adjusting the chair
3.2 Give prophylaxes and fluoride treatment
4.1 May assist a Dental Laboratory technician in the routine aspects of his work
5.1 Prepare filing for the Dentist or Dental Nurse
5.2 Maintain a file of case histories and record supplies
6.1 Clean the Dental Clinic

DESIRABLE REQUIREMENTS:
Qualification:
• Graduate from high School-Diploma
• English/ Marshallese

Specialized Training:
• Certificates in field area

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: 4th April, 2024

Issued by the Public Service Commission on this 21st March, 2024.

Mr. Michael Konelios          Ms. Amenta Matthew          Mr. Edward O’Brien
Chairman, PSC                  Commissioner, PSC                  Commissioner, PSC