



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA No RMI-64

OPENING DATE: 4/10/2024

CLOSING DATE: UNTIL FILLED

EMPLOYMENT ANNOUNCEMENT

Position Title:	Consul General	
Grade and Salary (P/L):	Grade: PL 14/1-14/3	Salary: \$31,000.00 - \$35,000.00
Ministry and Division:	RMI Consulate to Arkansas-United States, Ministry of Foreign Affairs and Trade	
Location:	Arkansas, United States of America	
Reports to:	Secretary of Foreign Affairs & Trade and the RMI Head of Mission to the United States of America	

JOB PURPOSE:

Represent the RMI Government and assist in pursuing the Foreign Policy Objectives In the State of Arkansas, United States of America and Mid-westwertates of the United States of America.

Collaborate and liaise with Home Office and the RMI Embassy to the United States on issues and matters that are related to the safety and well-being of the Marshallese population in Arkansas and Mid-western states of theUnited States of America.

Liaise with the national and local governments of the US on issues and matters that are related to the safety and well-being of the Marshallese diaspora in Arkansas and the Mid-western states of the U.S.

KEY RESPONSIBILITIES:

The Consul General, shall be responsible to the Secretary of Ministry of Foreign Affairs and the RMI Head of Mission (Ambassador) to the United States of America, and is charged with the following key responsibilities:

1. Promote the interest of the RMI citizens residing in Arkansas and Midwest United States.
2. Manage the RMI Consulate Office consistent with Laws of the Republic and United States of America.
3. Provide logistical support to RMI nationals residing in the U.S., and liaises and coordinates between the Marshallese and U.S communities on matters of common interests.
4. Ensure safekeeping and confidential information and other classified materials.

5. Has supervisory oversight of the day-to-day operations of the RMI Consulate in Arkansas.

MAIN DUTIES AND OUTCOMES:

- (a) Ensures that the Consulate discharges its functions provided under Section 611(2) of the Foreign Affairs Act and other functions provided under the Foreign Affairs Regulations and Foreign Affairs Foreign Policy Manual.
- (b) Being accountable for any expenditure of the Consulate and ensuring that the budget thereof is administered in accordance with the Financial Management Act, and other applicable law of the Republic.
- (c) Develop budget plans and budget supplement requests to the Secretary.
- (d) Collects and analyzes information that is concerning the well-being of the Marshallese Community in Arkansas and other States in the U.S., and provides analytical reports on any social, cultural and economic implications to the Marshallese communities in Arkansas and the Mid-West United States.
- (e) Endeavors to maintain and strengthen cordial relations between the Marshallese communities in Arkansas and Mid-West United States.
- (f) Conduct public diplomacy and cultural related activities to advance the interests of the Marshallese Communities in Arkansas and Mid-West United States.
- (g) Work and liaise closely with the Ministry of Foreign Affairs' Bureau of U.S. Affairs in respects to the well-being and issues of concerns in respect to the Marshallese communities in Arkansas and the Mid-West United States.
- (h) Performs other related duties as assigned by the Secretary of Ministry of Foreign Affairs and the RMI Head of Mission to the United States.
- (i) Ensures the submission of monthly reporting of activities and Imprest Fund Reports.

DESIRABLE REQUIREMENTS:

Graduate from a recognized College or University with Bachelor Degree in International Relations or Political Science, or any equivalent combination of experience and training that provides the required education, training and experience required for the job.

Certificate in Diplomatic Training.

Necessary and Special Requirements:

- Well-groomed and appear in a presentable manner.
- Be physically and mentally healthy.
- Be able to demonstrate leadership and management skills.
- Be able to work efficiently, accurately and with minimum supervision.
- Computer Literate.
- Be familiar with the bilateral and regional treaties and agreements RMI is a party to.
- Be familiar with the goals, objectives and greater aims of the National Foreign Policy.

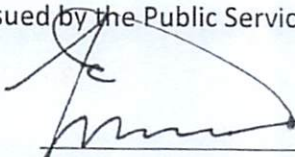
- Be familiar with world history, cultures and political systems and structures.
- Possess strong oral, written, communication and interpersonal skills
- Fluent in English and Marshallese (written and oral)

FILING INSTRUCTIONS

Secure application forms 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 PSC email address at: pscrmi.recruit@gmail.com

The Completed application must be received at the Public Service Commission by:

Issued by the Public Service Commission on this day: **10th day of April 2024.**



Mr. Michael Konelios
Chairman, PSC

Ms. Amenta Matthew
Commissioner, PSC