



**REPUBLIC OF THE MARSHALL ISLANDS**  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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EA: RMI-021-24

Opening Date: 02/20/24

Closing Date: Until Filled

**Employment Announcement**

Ref CM of 02/09/2024

<b>Position Title:</b>	Information Technology Officer	
<b>Grade and Salary (P/L):</b>	Grade: 9/5	Salary: \$17,025.00p.a.
<b>Ministry and Division:</b>	Ministry of Justice, Immigration and Labor	Division of Immigration
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Director of Immigration	

**JOB PURPOSE:** To maintain all IT operations & provide technical assistance for the Division of Immigration.

**KEY RESPONSIBILITIES:**

1. Maintain and monitor computer systems and networks;
2. Maintain and continuously improve the office’s website & functionality, including training to client on how to use website;
3. Maintain and monitor all aspects of the Border Management Information System (BMIS), including all its components;
4. Support the Division with executive level reporting using data within the Divisions BMIS by providing accurate statistic reports for Development and Policy Recommendations;

**MAIN DUTIES AND OUTCOMES**

1. Keep computer systems running smoothly and ensure users get the maximum benefit from them;
2. Analyze staff needs, identify vulnerabilities, boost efficiency and accuracy;
3. Install and configure hardware and software components;
4. Troubleshoot system and network problems, diagnosing and solving hardware or software faults
5. Execute system and network administration, design, documentation, implementation, and testing., ensuring components meet needs and work together seamlessly;
6. Maintains historical records by documenting system changes and revisions;
7. Implement applications and software upgrades, as well as performance troubleshooting;
8. Prepares reports by collecting, analyzing, and summarizing information;

9. Train employees on both software and hardware, troubleshoot, and provide technical support when needed;
10. Contributes to team effort by accomplishing related results as needed;
11. Implement and monitor daily backup and recovery procedures;
12. Ability to provide effective, strategic advice on the use of technology to achieve shared goals;
13. Design skills needed to help develop corporate IT systems and networks, ensuring the most effective architecture and functionality;
14. Research and evaluate new technologies & learning new skills;

**DESIREABLE REQUIREMENTS:**

**Qualification:**

Must have a bachelor degree in information technology, or related field AND at least 2 years' experience in field. OR an equivalent combination of training and experience acceptable to the Public Service Commission.

**Skills:**

- Technical skills;
- Organizational skills;
- Communication skills;
- Decision making skills;
- Project Management Skills;
- Teamwork and collaboration skills;
- A meticulous and methodical nature;
- Enthusiasm to be continually learning;
- Good public relation/Interpersonal skills;
- Patience with logical mind and capable of working well under pressure;

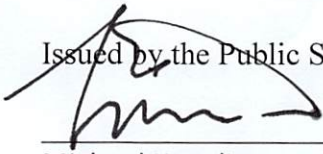
**Working Conditions:**

- Normal office setting with extended periods of sittings or standings;
- Extensive work at or with computers and other technologies;
- May have occasional overtime work or work nights and weekends;

**FILING INSTRUCTIONS:**

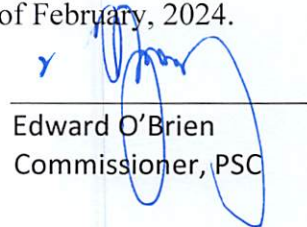
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-[pscrmi.net](http://pscrmi.net). For more information, please contact PSC email address: [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)

Issued by the Public Service Commission on this day: 20<sup>th</sup> of February, 2024.



Michael Konelios  
Chairman, PSC

Amenta Matthew  
Commissioner, PSC



Edward O'Brien  
Commissioner, PSC