



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](mailto:pscrmi.recruit@gmail.com) • Webpage: [pscrmi.net](http://pscrmi.net)

EA: RMI-007-24

OPENING DATE: 01/17/2024

CLOSING DATE: 01/26/2024

**EMPLOYMENT ANNOUNCEMENT**

01/12/2024

<b>Position Title:</b>	Worker's Compensation Project Officer	
<b>Grade and Salary (P/L):</b>	PL: 13/1-13/3	Salary: \$27,000.00-\$30,000.00 per annum
<b>Tenure</b>	Temporary	12 months Fixed Term
<b>Ministry and Division:</b>	PSC	
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Chair of the RMI Government Self-Funded Workers Compensation Scheme Working Group/ Deputy Commissioner	

**JOB PURPOSE:**

To enable the development and implementation of the RMI Government Self-Funded Workers Compensation Scheme (GSFWC Scheme) by providing timely and effective support to the Public Service Commission (PSC), Public School System (PSS), RMI National Police and the RMI Government GSFWC Scheme Working Group.

**KEY RESPONSIBILITIES:**

1. Responsible for implementing the RMI GSFWC Scheme project plan and communication strategy
2. Develop procedures, forms, brochures, and briefings necessary to commence the GSFWC Scheme as soon as practical
3. Conduct consultations on GSFWC Scheme procedures
4. Raise awareness through a considered education program on RMI GSFWC Scheme to government agencies, staff, and other related stakeholders.
5. Receiving and assessing claims for compensation arising from the GSFWC Scheme
6. Act as the Secretariat for the RMI GSFWC Scheme Work Group

7. Any other duties as required by the Chair of the GSFWC Scheme Working Group or the Deputy Commissioner to assist in the development and delivery of the GSFWC Scheme

#### **MAIN DUTIES AND OUTCOMES:**

- 1.1 Implement the RMI GSFWC Scheme project plan in consultation with the PSC/PSS/MIPD senior officers and the GSFWC Scheme Working Group
- 1.2 Deliver the communication strategy to effectively implement the GSFWC Scheme
- 1.3 Develop and deliver a consultation program within the RMI Government regarding key components of the GSFWC Scheme
- 1.4 Develop a procedural manual for use by Human Resource and Payroll personnel, including relevant Forms for Government employees to complete, as an essential aspect of implementing the GSFWC Scheme
- 1.5 Research and Draft Workplace (Occupational) Health and Safety and Workers' Compensation procedures for consideration by the GSFWC Scheme Working Group
- 2.1 Develop Presentations to educate and consult with staff in the RMI Government
- 2.2 Develop brochures and required resources to raise awareness in the RMI Government about the GSFWC Scheme
- 2.3 Develop and deliver an education program within the RMI Government about the GSFWC Scheme
- 3.1 Provide regular updates on the project to the GSFWC Scheme Working Group and prepare written briefings for the Deputy Commissioner to inform PSC and PSS Commissioners of progress
- 3.2 Take minutes and monitor action items for the GSFWC Scheme Working Group
- 4.1 Perform other tasks as assigned within the duties of the position

#### **DESIRABLE REQUIREMENTS:**

##### **Qualifications:**

1. Graduated from a recognized Institution of Higher Education – University/College with a Bachelor Degree in Public Administration, or Management, or Economics, or Human Resources/Employment or other relevant qualifications OR
2. Minimum of at least four or more years of relevant work experience in a claims or benefits program environment.
3. Any other experience or training that may be acceptable by the Public Service Commission.

**Skills:**

1. Capability to research, interpret and write procedural documents in concise English / for translation into Marshallese
2. Demonstrated ability to research and draft policy or procedural documents
3. Proven ability to consider and assess claims from employees or community members
4. Ability to work on a defined time-sensitive project and meet outcomes on time
5. Ability to take direction while working independently to meet deadlines
6. Ability to communicate with a diverse range of people within the Government and other stakeholders

**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 the email address: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

The Completed application must be received at the Public Service Commission by: 26<sup>th</sup> of January, **2024.**

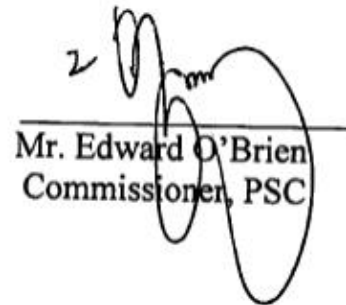
Issued by the Public Service Commission on this :17<sup>th</sup> of January, 2024.



Mr. Michael Konelios  
Chairman, PSC



Ms. Amenta Matthev  
Commissioner, PSC



Mr. Edward O'Brien  
Commissioner, PSC