



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- 004-24

OPENING DATE: 01/16/2024

CLOSING DATE: 01/30/2024

EMPLOYMENT ANNOUNCEMENT

CM of 1/9/2024

Position Title:	Deputy Director -Information Technology	
Grade and Salary (P/L):	Grade: PL-12/1-12/3	Salary: \$24,000-\$27,000 p.a.
Ministry and Division:	Office of the Attorney General	Division of IT
Location:	Majuro	
Report to:	Attorney General	

JOB PURPOSE: To provide, supervise and direct all services of the Information Technology in the Office of the Attorney General.

KEY RESPONSIBILITIES:

1. Designs, develops, implements and manages all aspects of the Office of the Attorney General Information Technology operational needs;
2. Directs the planning and development of the Office Website to include all client/customer services and user support for staff;
3. Supervises and directs activities of the network and provides hands-on support as needed;

MAIN DUTIES AND OUTCOMES

1. Maintains the Office Computer and the Passport systems;
2. Provide technical assistance to all program areas in the Office on planning and execution of information technology system for the Office;
3. Responsible for providing the appropriate levels of computer and data communication services to all users within the Office;
4. Responsible for conducting system and requirement analysis and applicable system design, accountable for the performance of projects tasks and responsible for the successful implementation and maintenance of application systems and integrity of data stored in the Office's HR database
5. Responsible for maintain all data communications facilities assigned to him/her in proper working condition, performs computer maintenance and minor repairs, responsible for the maintenance of the network backbone and computer systems,

- assist in the design of new forms for computer application use, develop and maintain procedures for the control;
6. Work with user departments to resolve conflicts and to ease the conversion to an automated data processing;
 7. Assist in developing systems specifications including requirement, design, programming, documentation, test conversion and implementation. Conduct department training program consistent with identified needs and hardware/software characteristics, develop and maintain procedures for file control, file and space allocation and operation methods.

DESIREABLE REQUIREMENTS:

Qualification:

Graduated from a recognized college with a Bachelor degree in Communications, Computer Administration, Computer Science, plus at least four (2) years of work experience in telecommunications, data processing and/or information technology, OR any combination of education and experience, which may be acceptable to the Public Service Commission. Able to speak and write English/Marshallese.

Skills:

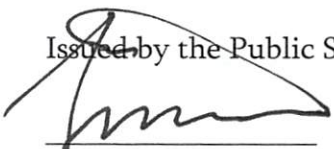
- Technical skills
- Organizational skills
- Good public relation/Interpersonal skills
- Communication skills;
- Decision making skills;
- A meticulous and methodical nature
- Patience with logical mind and capable of working well under pressure;
- Enthusiasm to be continually learning

FILING INSTRUCTIONS:

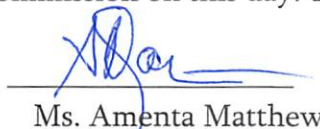
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **30th of January, 2024**

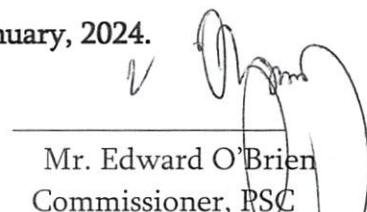
Issued by the Public Service Commission on this day: **16th January, 2024.**



Mr. Michael Konelios
Chairman, PSC



Ms. Amenta Matthew
Commissioner, PSC



Mr. Edward O'Brien
Commissioner, PSC

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

