



**Republic of the Marshall Islands**  
**Office of the Public Service Commission**  
**PO Box 90 ~ Majuro, MH 96960 ~ Marshall Islands**  
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**Email: pscrmi.recruit@gmail.com**

RMI EA-118-20  
OPENING DATE: 9/29/2020  
CLOSING DATE: Until Filled

**EMPLOYMENT ANNOUNCEMENT**

Position Title:	Associate Administrator Support Services	
Grade and Salary (P/L):	PL-12/1-12/3	\$24,000.00-\$27,000.00 per Annum + 20% ED
Ministry and Division:	Ministry of Health & Human Services	Bureau of Kwajalein Atoll Health Care Services
Location:	Ebeye	
Reports to:	Assistant Secretary	

**JOB PURPOSE:**

- Ensure a clean, healthy, productive and safe environment for staff, patients and visitors of Majuro Hospital through qualitative services of:
  - Maintenance department
  - Security department
  - Housekeeping department
  - Kitchen department

**KEY RESPONSIBILITIES:**

1. Advisory and support function to the Hospital Administrator and Assistant Secretary for Majuro Hospital.
2. Supervise and manage performance activities for Head of department.
3. Ensure safety and be proactive to prevent MOH property from damage.
4. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification.

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Assist the hospital administrator with the planning of Maintenance, Security, Kitchen and Housekeeping of Majuro Hospital.
- 1.2 Regular coordination and reporting to the Assistant Secretary for Majuro Hospital or as needed and regular monthly updates on expenditures and upcoming projects.
- 1.3 Keep records and prepare information needed for the yearly budget process.

2.1 Supervise and support project/activities the head of the four departments (Security, Maintenance, Housekeeping and Kitchen).

2.2 Conduct employee evaluations and motivation strategies to form efficient terms.

3.1 Constantly inspect and direct preventive maintenance tasks in order to prevent breakdowns and premature damage to the equipment and buildings.

### **DESIRABLE REQUIREMENTS:**

#### **Qualification:**

- Graduate from a recognized & accredited College or University with a BS degree specializing in Hospital Maintenance, Security, Housekeeping & Kitchen or equivalent.
- Two (2) years' work experience in the field.

#### **Skills:**

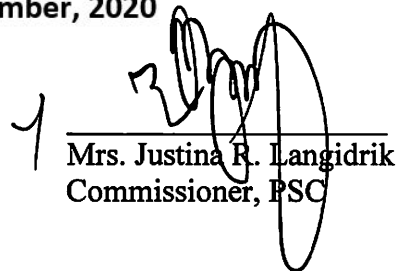
- Specialized in Associate Administrator.
- Caring and quality driven commitment to provide excellent services.
- Ability to work automatically as well as part of a team.
- Excellent interpersonal and people skills.
- Demonstrated ability in using judgment and initiatives to arrive at solutions.

Secure application forms from the Public Service Commission's Office in Majuro and the Office of Deputy Chief Secretary on Ebeye or may inquire further by contacting the following PSC email addresses: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

Issued by the Public Service Commission on this day: 29<sup>th</sup> September, 2020



Mr. Kenneth Anitok  
Chairman, PSC



Mrs. Justina R. Langidrik  
Commissioner, PSC