



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-091-25
Opening Date: 05/27/2025
Closing Date: Until Filled

EMPLOYMENT ANNOUNCEMENT

CM of 05/20/2025

Position Title:	IT Manager	
Grade and Salary (P/L):	Grade: PL – 12/1-12/3	Salary: \$24,000.00-\$27,000.00 p.a
Ministry and Division:	Ministry of Culture & Internal Affairs	
Location:	Majuro	
Reports to:	Chief of Admin., Personnel & Finance	

JOB PURPOSE: The IT Manager is in charge of setting up, managing and Troubleshooting the technology system that RMI uses to maintain computer and software networks. The duties include responding to hardware malfunctions, updating system software and tracking the data and communications used on the network.

KEY RESPONSIBILITIES: The IT Manager shall maintain and improve the technical system of the RMI to ensure all employees have the technology they need to complete their work and the organization’s important files and information remain safe and intact. Review diagnostics and assess the functionality and efficiency of systems.

- Implement security measures
- Develop and established websites
- Established web page on Facebook and other social media
- Design websites and web page for both Alele Museum and CHIP office
- Incorporate all reports into the office websites and web page for stakeholders and public use
- Install the data system for all reports to be stored
- Monitor security certificates and company compliance of requirements
- Offer technical support to company staff and troubleshoot computer problems
- Install and update company software and hardware as needed
- Anticipate and report the cost of replacing or updating computer items
- Compile and provide projects quarterly reports and activities
- Other related tasks when call upon

DESIRABLE REQUIREMENTS:

- Graduate from recognized University or College with at least BA from a recognized college or university in Information Technology or related field.
- Computer literate, and able to develop and design web pages, build websites and build and develop a local server than can be accessed internationally
- Good skills in report writing and managing the website and be able to interlink with outside network when zoom meeting with stakeholders
- Develop and upgrade the IT system annually
- Speak and understand both Marshallese and English fluently
- At least 4-6 years of working experience in IT and some off islands trainings.

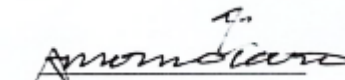
FILING INSTRUCTIONS:

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).

Issued by the Public Service Commission on this **27th May, 2025**



Mr. Jendrikdrik Paul
Acting Chairperson, PSC


Mr. Almo Momotaro
Commissioner, PSC