



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

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EA NO: RMI-184-25

Opening Date: 01/08/2025

Closing Date: 01/22/2025

EMPLOYMENT ANNOUNCEMENT

CM of 12/20/2024

Position Title:	Associate Administrator & Support Service	
Grade and Salary (P/L):	Grade: PL – 13/1-13/3	Salary: \$ 27,000.00-\$30,000.00 p.a. + 20% SD
Ministry and Division:	Ministry of Health & Human Services	Bureau of Majuro Atoll Health Care Services
Location:	Majuro	
Reports to:	Assistant Secretary of MAHCS	

JOB PURPOSE: Ensure a clean, healthy, productive, and safe environment for staff, patients, and visitors of Majuro Hospital through qualitative services of:

- Maintenance 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, 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 (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 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:

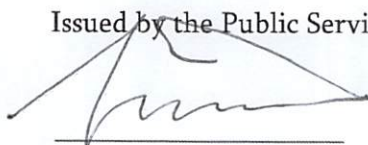
- Specialized in Associate Administrator.
- Caring and quality driven commitment to provide excellent services.
- Ability to work automatically as well as part of a team.
- Excellent interpersonal and people skills.
- Demonstrated ability in using judgment and initiatives to arrive at solutions.

FILING INSTRUCTIONS:

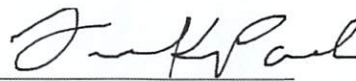
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

The commission application must be received at the Public Service Commission by: **22nd of January, 2025**

Issued by the Public Service Commission on this *8th January, 2025*



Mr. Michael Konelios
Chairman, PSC



Mr. Jendrikdrik Paul
Commissioner, PSC