



Republic of the Marshall Islands
Office of the Public Service Commission

PO Box 90 ~ Majuro, MH 96960 ~ Marshall Islands
 Phone: 692.625.8298 ~ 692.625.8498 ~ Fax: 692.625.3382 ~ Email: pscrmi.recruit@gmail.com
 Webpage: pscrmi.net

EA NO: RMI-11-25
OPENING DATE: 1/17/25
CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT
CM of 12/17/2024

Position Title:	Deputy Secretary Of Health	
Grade and Salary (P/L):	Grade: PL 16/1/-16/3	Salary: \$36,000.00-\$40,000.00 p. a
Ministry and Division:	Ministry of Health and Human Services	Bureau of Primary Health Care Services
Location:	Majuro	
Reports to:	Secretary of Health & Human Services	

JOB PURPOSE: The Deputy Secretary of the Bureau of Primary Health Care Services plays a critical leadership role in the planning, development, and implementation of policies and programs related to primary health care services. This position involves collaborating with various stakeholders, overseeing the bureau's daily operations, and contributing to the overall success of the department or agency.

KEY RESPONSIBILITIES: Under the direction and supervision of the designated RMI MOHHS, the Deputy Secretary will be responsible for:

Responsibilities:

Strategic Leadership:

- Collaborate with the Secretary or Director in formulating and implementing strategic goals and objectives for the Bureau of Primary Health Care Services.
- Provide leadership in the development and execution of policies that enhance the delivery of primary health care services.
- **Program Development and Management:**
- Oversee the design, development, and implementation of programs and initiatives aimed at improving primary health care services.
- Ensure that programs align with organizational goals, comply with relevant regulations, and meet the needs of the community.
- **Stakeholder Collaboration:**

- Build and maintain effective relationships with key stakeholders, including government agencies, healthcare providers, community organizations, and advocacy groups.
- Collaborate with external partners to leverage resources and support initiatives that promote primary health care.
- **Budget Oversight:**
- Work with the finance department to develop and manage budgets for the Bureau of Primary Health Care Services.
- Monitor expenditures to ensure fiscal responsibility and compliance with budgetary constraints.
- **Personnel Management:**
- Supervise and support bureau staff, providing guidance, mentorship, and professional development opportunities.
- Foster a positive work environment that encourages teamwork, innovation, and excellence.
- **Policy Analysis and Development:**
- Stay informed about healthcare policies and trends, analyzing their potential impact on primary health care services.
- Propose and advocate for policy changes or enhancements to improve healthcare accessibility and quality.
- **Data Analysis and Reporting:**
- Oversee the collection and analysis of relevant data to assess the effectiveness of primary health care programs.
- Prepare and present reports to inform decision-making and demonstrate the bureau's impact.
- **Compliance and Quality Assurance:**
- Ensure that all programs and services comply with regulatory requirements and quality standards.
- Implement quality assurance measures to continuously improve the delivery of primary health care services.

Qualifications:

- A master's degree in public health, healthcare administration, or a related field.
- Extensive experience in healthcare leadership roles, with a focus on primary health care services.
- Strong knowledge of healthcare policy, regulations, and trends.
- Excellent interpersonal and communication skills.
- Demonstrated ability to lead and motivate a diverse team.
- Proven experience in strategic planning and program development.

- Financial acumen and experience in budget management.
- Ability to build and maintain effective relationships with internal and external stakeholders.
- Analytical and problem-solving skills.
- This job description is a general overview of the responsibilities and qualifications for the Deputy Secretary position in the Bureau of Primary Health Care Services. Specific duties and requirements may vary based on the organization and its goals.

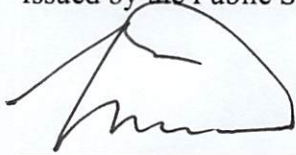
Skills:

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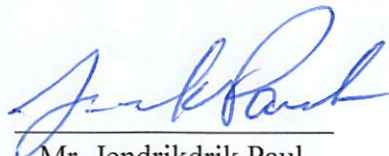
FILING INSTRUCTIONS:

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 17th January, 2025.



Mr. Michael Konelios
Chairman, PSC



Mr. Jendrikdrik Paul
Commissioner, PSC