



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-163-24
OPENING DATE: 12/18/2024
CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT
CM of 12/17/2024

Position Title:	Deputy Secretary Of Health Planning, Policy, preparedness and Epidemiology	
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	Office of Health Planning, Policy, Preparedness, Personnel & Epidemiology
Location:	Majuro	
Reports to:	Secretary of Health & Human Services	

JOB PURPOSE: To conduct and coordinate situational analysis, develop, implement, monitor, and evaluate the National Strategic Health Plan, policies, regulations, and health statistics.

KEY RESPONSIBILITIES:

1. Develop, implement and co-ordinate Health Plan activities.
2. Plan training activities for the Ministry
3. Represent MOH as a focal counterpart.
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 Develop and implement the National Strategic Health Plan in coordination with bureaus of the Ministry of Health, other relevant government ministries and pertinent non-government and community-based organizations, both long term and short term focused.
- 1.2 Develop divisions and sectors health work plans within the Ministry of Health and assist in the development and submission of the JEMPAC report.
- 1.3 Create and coordinate action plans for new initiatives and health promotion activities along with the division of Health Education and the Bureau of Primary Health Care on the prevention of new and emerging health issues.
- 1.4 Produce the annual MOH report and develop other health reports for the Ministry of Health.
- 2.1 Ensure all health data are collected including demographic and health status data, interpreted, and analyzed and made ready to be used for planning of health programs and

health services, oversees the overall works of the division of the Vital Statistics and Medical Records.

2.2 Ensure technical projects of the IT infrastructure are in alignment with organizational goals such as effective delivery of networks, system development and disaster recovery systems and processes.

3.1 Facilitate planning training programs for the Ministry as a whole.

3.2 Ensure the Ministry is performing according to the performance activities by each division, department, and bureau being stipulated in the Strategic Health Plan.

3.3 Prepare reports based on needs assessment surveys or specialized research studies.

3.4 Provide technical assistance to management personnel and community advisory boards, councils, or agencies to coordinate and implement program development.

4.1 Assist the Secretary of Health in designing and planning for the Ministry of Health.

4.2 Act as the focal point for WHO FCTC (Framework Convention for Tobacco Control) for the RMI; focal point for IHR (International Health Regulation) for RMI and other parties.

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree in public health, public/business administration, health or mental health sciences or related field. A master's degree in public administration, public health administration, business administration or a closely related field will be accepted for the required experience.
- Two years of experience in planning, research, or evaluation for a large public agency; or an equivalent combination of training and experience.

Skills:

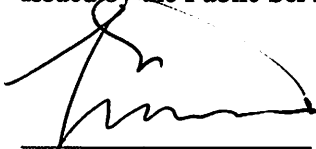
- Specialized in planning, research, or evaluation.
 - Caring and quality driven commitment to provide excellent services.
 - Ability to work automatically as well as part of a team.
 - Excellent interpersonal and people skills.
 - Demonstrated ability in using judgment and initiatives to arrive at solutions.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

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 Completed application must be received at the Public Service Commission by:
2nd January, 2025

Issued by the Public Service Commission on this 19th December, 2024.



Mr. Michael Konelios
Chairman, PSC

Ms. Amenta Matthew
Commissioner, PSC



Mr. Jendrikdrik Paul
Commissioner, PSC