



*Republic of the Marshall Islands*  
**Office of the Public Service Commission**

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**EA NO: RMI-077-19**  
**OPENING DATE 5/9/2019**  
**CLOSEING DATE 5/23/2019**

**EMPLOYMENT ANNOUNCEMENT**

<b>Position Title</b>	Chief Secretary
<b>Grade and Salary (P/L)</b>	Ungraded
<b>Ministry and Division</b>	Office of Chief Secretary
<b>Location</b>	Majuro (with required domestic, regional, and international travel)
<b>Reports to</b>	President and Minister in Assistance to the President

**CONSTITUTIONAL MANDATE:**

Article VII Section 2 of the Constitution establishes the position of Chief Secretary as Head of the Public Service and Chief Administrative and Advisory Officer of government. In addition to other functions and powers conferred on him/her by law, the Chief Secretary shall be responsible to the Cabinet for the general direction of the work of all Departments and offices of government. The head of any such Department or office shall account for the work of that Department or office to the Chief Secretary, as well as to the Minister primarily responsible for that Department or office. The Public Service Commission shall consult the President and obtain the concurrence of the Cabinet before it appoints any person to be the Chief Secretary.

Under Article V Section 10 of the Constitution, notice of every meeting of the Cabinet and a copy of every paper to be considered at that meeting shall be given to each member of the Cabinet, to the Chief Secretary, to the Attorney General, and to the Secretary of Finance. The Chief Secretary shall have the right to attend any meeting of the Cabinet and to speak on any matter under consideration by the Cabinet, and shall so attend if required to do so by the President or other member of the Cabinet presiding.

**JOB PURPOSE:**

Collectively, the Constitution, legislation, regulations, executive decisions of Cabinet, and bilateral, regional, and international agreements confer a range of responsibilities and roles on the Chief Secretary. Under the Constitution, the position shall serve three primary roles:

- As Head of the Public Service, the Chief Secretary oversees and coordinates the operations of ministries and agencies under the executive branch, and works closely with all other public entities and enterprises under the overall umbrella of the national government
- As Chief Administrative Officer of government, the Chief Secretary is responsible for implementation of national policies, plans, programs, projects and initiatives

- As Chief Advisory Officer of government, the Chief Secretary develops policy and advises Cabinet on all matters of national interest.

In addition, the Chief Secretary leads and coordinates key intragovernmental and cross-sectoral committees and task forces; manages government cooperation and relations with other sectors including civil society and the private sector; and represents government in national, regional, and international meetings and fora.

#### **KEY RESPONSIBILITIES:**

1. As Head of the Public Service, oversee and coordinate the operations of ministries and agencies under the executive branch, and work closely with all other public entities and enterprises;
2. As Chief Administrative Officer, implement national policies, plans, programs, projects and initiatives;
3. As Chief Advisory Officer, develop policy and advise Cabinet on all matters of national interest;
4. Lead and coordinate key intragovernmental and cross-sectoral committees and task forces;
5. Manage and ensure effective working relations and partnerships between government and local governments, civil society, private sector, traditional leaders, development partners, and other key stakeholders;
6. Represent government in national, regional, and international meetings and fora; and
7. Undertake other roles, tasks, and initiatives as may be assigned by the President or Cabinet

#### **MAIN DUTIES AND OUTCOMES:**

##### **Head of Public Service**

- 1.1 Oversee, coordinate, and give general direction of the work of ministries and agencies
- 1.2 Work closely with heads of departments and provide advice and guidance to ensure efficient and effective operations, service delivery, and performance
- 1.3 Engage directly with all other public entities and enterprises, including state-owned enterprises, to ensure efficient and effective coordination and services across the whole of government
- 1.4 Standardize policy, planning, reporting, and other key operations of ministries and agencies
- 1.5 Advise on the integration and streamlining of functions, services, and organizations to ensure efficiency and prevent duplication among ministries and agencies
- 1.6 Develop and implement measures, initiatives, and programs to strengthen the performance and results-focus of ministries and agencies
- 1.7 Evaluate the performance of heads of departments and provide guidance to improve performance and results-orientation
- 1.8 Advise Cabinet and the Public Service Commission on the selection and posting of key head of department positions

##### **Chief Administrative Officer**

- 2.1 Oversee implementation of major policies, plans, programs, projects and initiatives
- 2.2 Ensure that ministries, agencies, and employees comply with policies, rules, and procedures of government
- 2.3 Help to uphold responsible and ethical government, as required under the Bill of Rights of

the Constitution (Article II Section 16)

## 2.4 Design, guides, and monitor implementation of government reforms

### **Chief Advisory Officer**

- 3.1 Attend Cabinet meetings and provide policy and technical advice on all matters of national interest and issues and decisions under Cabinet consideration and deliberation
- 3.2 Help to ensure that proper due diligence and quality control is undertaken on key policies, projects, and initiatives being considered by Cabinet and government more broadly
- 3.3 Develop policies, plans, programs, projects and initiatives for consideration by Cabinet and government consideration
- 3.4 Provide ongoing advice and guidance on key regional and international initiatives, partnerships, and affairs
- 3.5 Serve as overall coordinator of major programs, projects, and initiatives funded by bilateral, multilateral, regional, and other development partners and donors

### **Lead Intragovernmental Bodies**

- 4.1 Lead, manage, and coordinate intragovernmental, inter-agency, cross-sectoral, and other forms of official committees, boards, task forces, and bodies
- 4.2 Ensure that intragovernmental bodies are efficient, effective, and non-duplicative in their mandates and operations
- 4.3 In particular, play a leading role in the National Disaster Committee, Budget Coordinating Committee, Human Rights Committee, Public Financial Management Committee, National Intelligence Committee, Government Ethics Board, National Strategic Plan and Sustainable Development Goals Committee, Tile Til Eo Committee, Early Childhood Development Committee, and key project steering committees
- 4.4 As and when necessary, create special task forces and committees to address specific issues in Government

### **Manage Government Partnerships**

- 5.1 Help to manage government's partnerships with local governments, civil society, private sector, traditional leaders, development partners, and other key stakeholders
- 5.2 Establish and administer formal partnership framework agreements with these partners
- 5.3 Ensure adequate consultation between government and these key partners especially during the development of major national plans, programs, projects, and initiatives
- 5.4 Ensure effective engagements with development partners and donors, including through periodic development partner dialogues and roundtables
- 5.5 Ensure transparency and inclusiveness in all major government processes, decisions, and functions

### **Government Dignitary and Representative**

- 6.1 Serve as a high-level representative and dignitary of the government in national, regional, and international meetings and events
- 6.2 Advise Cabinet on key foreign policy positions and initiatives

### **Other Duties**

- 7.1 Perform other related duties, roles, and assignments as may be assigned by the President or Cabinet from time to time

## **DESIREABLE REQUIREMENTS:**

The position requires advanced and proven competencies in the following areas:

- Leading and managing large and complex organizations
- Written and oral communication, preferably in both Marshallese and English
- Inter-personal, diplomatic, and relationship management capabilities
- Social, economic, and environmental policy formulation, analysis, and management
- Understanding the government, history, and culture of the Marshall Islands

The ideal candidate will possess advanced (Master-level or higher) academic qualifications from recognized institutions in the fields of Public Policy, Public Administration, Business Management, Economics, or a related field; and at least 10 years of relevant leadership, management, and development experience.

## **FILING INSTRUCTIONS:**

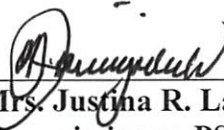
Secure application forms from the Public Service Commission's Office in Majuro and the Office of Deputy Chief Secretary on Ebeye or may inquire further by contacting the following PSC email addresses: ([psermi.recruit@gmail.com](mailto:psermi.recruit@gmail.com)).

The Completed application must be received at the Public Service Commission by: *23<sup>rd</sup> May 2019.*

Issued by the Public Service Commission on this *9<sup>th</sup> May 2019.*



**Mr. Kenneth Anitok**  
Chairman, PSC



**Mrs. Justina R. Langidrik**  
Commissioner, PSC