



The Republic of the Marshall Islands
MINISTRY OF HEALTH AND HUMAN SERVICES
 P.O. Box 16
 Majuro, Marshall Islands 96960
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JOB DESCRIPTION

Position Title	Personnel Officer – Payroll and Database
Position Type	Multi-Year, Technical Consultant
Ministry and Division	Ministry of Health and Human Services, Human Resources Department
Locations	Delap, Majuro Atoll and/or Ebeye, Kwajalein Atoll.
Contract Period	Immediately until November 30, 2027
Supervisors	Director, Human Resources Department
Contracting Agency	Pacific Island Health Officers’ Association (PIHOA) on behalf of RMI MoHHS
Salary/Compensation	Commensurate with qualifications and experience.

JOB PURPOSE: The Personnel Officer – Payroll and Database will be a key resource to the HR Department of the Ministry of Health and Human Services (MoHHS) of the Republic of Marshall Islands (RMI) to act as the focal staff for time management, payroll and data control. The position will co-ordinate the timesheet process, payroll process, data entry of the HR database including maintenance and updating of the HR Intranet promptly and efficiently in the context of the delivery of healthcare services in RMI. These functions are to be performed under the overall directions of the Director, Human Resources, in consultation with the Deputy Secretary/Bureau Lead overseeing the Human Resources Department and supported by HR Technical Consultants embedded within the Unit.

Additional technical and operational guidance will be provided by the RMI-MOHHS Deputy Secretary (DS), Office of Health Planning, Policy, Preparedness, Personnel and Epidemiology (OHPPPE), the PHIG Project Management and Technical Support Team (PMTS) Team Lead (TL), and the PHIG PMTS Workforce Development Specialist (WDS). This will be under the overall direction of the RMI-MOHHS Ministry Leadership Team (MLT) and the RMI MOHHS’ OE22-2203 Project Management Unit (PMU). The PMU is composed of designated RMI MOHHS staff and OE22-2203-funded consultant technical leads. The PMU will be responsible for the daily management oversight, planning, coordination, and monitoring of OE22-2203-funded activities. The PMU will be further supported by the RMI MOHHS’ OE22-2203 bona fide agent, the Pacific Islands Health Officers’ Association (PIHOA), who will provide administrative and fiscal support for the RMI MOHHS’ OE22-2203 grant.

KEY RESPONSIBILITIES: Under the directions of the Director, Human Resources, the Personnel Officer will carry out the following duties:

1. **Time Sheet and Payroll Administrative Support:** Serve as the support staff for timesheet and payroll processes within the framework of relevant employment legislation and policies and procedures specifically:
 - a. Assist the MOHHS Personnel Coordinator for HR enquiries related to timesheets, overtimes and payroll
 - b. Contribute to the development, implementation and monitoring of internal policies, guidelines, procedures and processes which provide an effective, consistent and timely delivery of HR services
 - c. Contribute to the development of strategic human resource management plans and annual functional operational plans including budget proposals
2. **Timesheet Coordination:**

- a. Assist in the bi-weekly timesheet process
 - b. Work with supervisors and managers to resolve ambiguities in staff timesheet reports and compilations
3. **Payroll Process:**
- a. Assist in the payroll process
 - b. Compile and verify employee hours and process payroll accurately based on MoHHS compensation policies and applicable GRMI policies and regulations
4. **HR Database Updating:**
- a. Ensure Human Resources' database is up to date
 - b. Ensure efficient recordkeeping
 - c. Ensure quality updates in terms of timeliness, accuracy and completeness
 - a. Work with other HR staff to ensure accurate personnel data (payroll info, leaves, turnover, personnel information) in both paper and Human Resources Information System (HRIS) databases such as Interact and Orange HRM, ensuring compliance with HR Standard Operating Procedures (SOP) and compliance with procedures laws, privacy and confidentiality
5. **HR intranet Maintenance:**
- a. Provide daily updates to ensure that the HR Intranet page is up to date
 - b. Maintain relevant HR information on the HR Intranet and promptly update information when required
6. **Confidentiality and Ethics:**
- a. Maintain a high level of confidentiality and ensure the privacy of all employee information
 - b. Adhere to and cooperate with all policies and procedures of the Ministry and relevant legislation
7. **Commitment:**
- a. Be always committed to upholding HR Performance and Efficiency Standards
 - b. Be always committed to partaking in HR Unit Departmental professional development and training opportunities for HR Staff and/or those undertaking HR related duties in other MoHHS Bureau
 - c. Be always committed to supporting MoHHS to grow a responsive Human Resources for Health Workforce
 - d. Be always committed to treating all MoHHS Staff in a compassionate, courteous and professional manner
 - e. Promoting a positive HR experience for all MoHHS Staff, Interns, Consultants, Contractors and Volunteers
8. **Work environment and Safety:**
- a. Contribute to a safe environment and cleanliness of the unit
9. **Perform other duties** within the capacity, qualification and experience normally expected from person occupying position at this classification

SKILLS AND QUALIFICATIONS

Qualifications

1. **Education and Experience:** Minimum of Associate degree in Human Resources, Business Administration or related field and/or minimum of five (5) years' work experience in a business environment. Previous experience working in an administrative unit with a healthcare organization or agency will be a plus
2. **Language Proficiency:** Fluency in English is required. Spoken, writing and working knowledge of the Marshallese language will be a plus

Skills

1. Excellent communication and people skills demonstrated by a history of effective liaison and established relationships with internal and external stakeholders
2. Ability to prioritize tasks; work well under pressure and display excellent attention to detail
3. Demonstrated capacity to work collaboratively and contribute to a team environment
4. Ability to work with individuals from diverse cultural and professional backgrounds
5. Must have computer skills and demonstrate working knowledge of Microsoft Office Suite (especially Word, Excel, PowerPoint and Access)
6. Must be self-motivated, disciplined, and able to work with limited supervision
7. Must demonstrate compassion, patience, and ability to adapt to less-than-ideal, complex, and intense working conditions, including environments with little or no English-speaking skills and diverse cultural/ideological beliefs and practices
8. Should have a valid driver's license, or arrange for such within 3 months of employment
9. Must be willing to be stationed at either Majuro or Ebeye depending on the HR priorities of the RMI MoHHS

ADDITIONAL INFORMATION

- Office and program equipment and supplies needed to conduct contract work will be provided by the RMI MOHHS, including but not limited to a desk and chair, laptop, relevant software subscriptions and laptop accessories, and general office supplies and office space (RMI MOHHS).
- Any local, RMI domestic travel and international travel required in the conduct of work within the RMI will be covered by PIHOA using RMI MOHHS' Travel Policy. All other trips not associated with contracted work will be at the expense of the candidate.
- No other benefits will be provided by PIHOA or the RMI MOHHS. Any medical or other insurance expenses, local and home base taxes, etc. will be the sole responsibility of the candidate. The RMI MOHHS can provide information regarding applying for local medical insurance through the RMI Government medical insurance scheme.

APPLICATION:

Submit the following electronically with attention to the PIHOA Contracts Management Officer (contracts@pihoa.org): Letter of Interest that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above; Curriculum Vitae or Resume; and Minimum of three (3) professional references - these references must be from current and past employment supervisors based on the last 8-10 years of employment.

Approved by:



MOHHS Secretary of Health

11-18-25

Date