



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

• Email : [pscrmi.mh@gmail.com](mailto:pscrmi.mh@gmail.com) • [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)

• Web-site : [pscrmi.net](http://pscrmi.net)

EA NO: RMI-136-26  
OPENING DATE: 7/29/2026  
CLOSING DATE: 8/12/2026

**EMPLOYMENT ANNOUNCEMENT**

7/15/2026

|                                |                                                              |                                         |
|--------------------------------|--------------------------------------------------------------|-----------------------------------------|
| <b>Position Title:</b>         | <b>SUPPLY SPECIALIST III</b>                                 |                                         |
| <b>Grade and Salary (P/L):</b> | <b>Grade: PL- 10/1-10/3</b>                                  | <b>Salary: \$18,000.00- \$20,000 pa</b> |
| <b>Ministry and Division:</b>  | <b>Ministry of Works,<br/>Infrastructure &amp; Utilities</b> | <b>Administration Division</b>          |
| <b>Location:</b>               | <b>Majuro/ Ebeye</b>                                         |                                         |
| <b>Reports to:</b>             | <b>Chief of Administration, Personnel &amp; Finance</b>      |                                         |

**JOB PURPOSE:**

Responsible for coordinating the purchasing of equipment and supplies by ordering and receiving all goods, supplies, equipment.

**KEY RESPONSIBILITIES:**

1. Procurement and Purchasing Management
2. Supply and Inventory Management
3. Records Management and Reporting
4. Policy Compliance and Advisory Services
5. Other Duties as Assigned

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Coordinate and oversee the procurement of goods, services, materials, and equipment for the Ministry.
- 1.2 Assist in the ordering of supplies and supervise procurement activities to ensure timely acquisition and delivery.
- 1.3 Analyze purchasing requirements and recommend cost-effective procurement solutions.
- 2.1 Monitor inventory levels and maintain adequate stock of supplies and materials.
- 2.2 Establish and maintain inventory tracking systems and conduct periodic stock checks.
- 3.1 Maintain accurate records of purchases, suppliers, pricing, and procurement transactions.
- 3.2 Prepare procurement and inventory reports and ensure proper filing of supporting documentation.
- 4.1 Provide advice, information, and guidance to Ministry staff on procurement-related matters.

- 4.2 Ensure compliance with government procurement policies, financial regulations, and Ministry procedures.
- 5.1 Perform other related duties as assigned by the Chief of Administration, Budget & Personnel or the Secretary.
- 5.2 Assist with special projects and other procurement or administrative activities as required.

## **DESIRABLE REQUIREMENTS:**

### **Qualifications:**

- Bachelor's degree in supply chain management, Procurement, Business Administration, Logistics, Accounting, or a related field; Or
- At least three (3) years of experience in procurement, purchasing, inventory control, or supply management.

### **Skills:**

- Knowledge of government procurement procedures, inventory management practices, and financial regulations.
- Proficiency in Microsoft Office applications and electronic record-keeping systems.
- Strong organizational, analytical, and problem-solving skills.
- Effective communication and interpersonal skills with the ability to work collaboratively with staff, suppliers, and stakeholders.

## **FILING INSTRUCTIONS:**

Secure application forms 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](http://pscrmi.net). For more information, please contact PSC email address at: [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **12th August, 2026**

Issued by the Public Service Commission on this 29th July, 2026



Mr. Jendrikdrik Paul  
Chairman, PSC



Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC



Mr. Almo Momotaro  
Commissioner, PSC