



Republic of the Marshall Islands
Office of the Public Service Commission

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EA NO: RMI-134-26
OPENING DATE: 8/6/2026
CLOSING DATE: 8/20/2026

Employment Announcement

CM of 6/25/26

Position Title:	Administrative Officer	
Grade and Salary (P/L):	Grade: 9/1/-9/5	Salary: \$13,045 to \$17,025
Ministry and Division:	Ministry of Foreign Affairs	
Location:	Majuro	
Reports to:	Chief Administration	

JOB PURPOSE: Under the supervision of the Chief of Administration and is responsible for the Purchasing Requisitions, preparing of Travel Authorization, and other administrative responsibilities listed below.

KEY RESPONSIBILITIES:

1. Time & attendance Tracking
2. Purchase Orders and Procurement
3. Travel Management
4. Administrative & Logistic Support
5. Financial & HR Administration
6. Coordination & Scheduling
7. Records Management.
8. Communication & Reporting
9. Perform Other Duties

MAIN DUTIES AND OUTCOMES:

- 1.1 Collect, maintain, and prepare the Ministry's timesheet;
- 1.2 Ensure that leave slips (sick or annual) are processed according to established PSC policies.
- 2.1 Prepared purchase requisition according to the RMI Procurement Code (3 quotations for anything above \$500 or 1 quotation for anything below);
- 2.2 Proactively gauge the Ministry's needs in relation to supplies and other needs.
- 3.1 Prepare all Travel Authorization and ensure that all travels either International or Domestic in nature are closed one week after each trip.
- 4.1 Provides administrative support when needed by the Ministry's Bureaus;
- 4.2 Provides administrative and logistical support to RMI Missions overseas.
- 5.1 Assist in ensuring that the Ministry's assets are counted and updated on a yearly basis;
- 5.2 Assist with planning and ensuring that the Ministry's budget allocations are not overspent.
- 6.1 Prepare all Travel Authorization and Purchase Requisition s for the Compact Implementation Office.

- 7.1 Monitoring and keep record of tall docents for the Compact Implementation Office.
- 8.1 Assist in reviewing and processing Imprest Fund reports assigned by the Assistant Secretary;
- 8.2 Proactively assist and ensure all quarterly and annual reports are submitted on a timely basis.
9. Perform other duties assigned.

DESIRABLE REQUIREMENTS:

Qualifications:

- Must have an Associate Degree in Business or related fields that can complement her works. Or
- Must have 2 to 3 years in working as an administrative staff or related occupation

Skills:

- Must be able to use Microsoft applications skillfully
- Must be a team player
- Punctuality ability to meet schedules on time
- Must be able to work after hours

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 addresses: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **20th of August, 2026**

Issued by the Public Service Commission on this **6th of August, 2026**.



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC