



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA NO: RMI-128-26
OPENING DATE: 7/17/2026
CLOSING DATE: 7/26/2026

EMPLOYMENT ANNOUNCEMENT

CM: 7/7/2026

Position Title:	Administrative Assistant	
Grade and Salary (P/L):	Grade:9/1-9/4	Salary: \$13,045.00-\$17,025.00 per annum+20%ED
Ministry and Division:	Ministry of Foreign Affairs and Trade	RMI Office-USAGKA
Location:	Kwajalein Atoll	
Reports to:	RMI Representative to USAGKA	

JOB PURPOSE: The Administrative Assistant Will Support the RMI Representative, or a designated official, in managing and maintain the day to day operation of the Mission.

KEY RESPONSIBILITIES:

1. Office Management
2. Paper Work
3. Finances
4. Maintenance
5. Diplomatic Support
6. Problem Solving
7. Communication

MAIN DUTIES AND OUTCOMES:

- 1.1 Oversee administrative systems and ensure compliance with established procedures
- 1.2 Coordinate day-to-day office operations and support services
- 2.1 Maintain effective documentation and internal controls to support accountability
- 2.2 Ensure effective handling and accessibility of office data and records
- 3.1 Support budget coordination and financial tracking processes
- 3.2 Facilitate procurement and supply chain coordination as required

- 4.1 Oversee the use and maintenance of office equipment and supplies
- 4.2 Ensure resources are managed efficiently and remain operational

- 5.1 Provide administrative support to the RMI Representative in official matters
- 5.2 Assist in coordination related to external and diplomatic engagements
- 6.1 Contribute to the development and alignment of administrative policies
- 6.2 Provide guidance on resolving operational and procedural challenges
- 7.1 Support the preparation and organization of administrative reports

DESIRABLE REQUIREMENTS:

Qualifications:

- Associate Degree in Business or related administrative field
- At least 2-3 years working in an administrative or similar office role

Skills:

- Bilingual Communication
- Technical Literacy
- Organization & Accuracy
- Professionalism
- Interpersonal Skills

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: **26th of July, 2026**

Issued by the Public Service Commission on this 17th of July, 2026



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC