



**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

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

**EA NO: RMI-030-26**

**OPENING DATE: 5/4/2026**

**CLOSING DATE: 5/18/2026**

**EMPLOYMENT ANNOUNCEMENT**

Ref to CM of 1/27/2026

<b>Position Title:</b>	<b>Tax Compliance Officer</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade: PL – 9/1-9/5</b>	<b>Salary: \$13,045.00-\$17,025.00</b>
<b>Ministry and Division:</b>	<b>Ministry of Finance, Banking &amp; Postal Services</b>	<b>Division: Tax &amp; Revenue</b>
<b>Location:</b>	<b>Majuro</b>	
<b>Reports to:</b>	<b>Tax Compliance Officer</b>	

**JOB PURPOSE:** The Tax Compliance Officer assist to ensure compliance with tax laws and regulations by assisting, educating, and monitoring taxpayers, business, and organizations. The role safeguards government revenue while providing guidance and support to taxpayers in fulfilling their obligations.

**KEY RESPONSIBILITIES:**

1. Taxpayers Assistance and Education
2. Compliance Monitoring and Verification
3. Debt Collection and Enforcement
4. Fraud Detection and Investigation
5. Reporting and Documentation
6. Adherence to Laws & Regulations

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Guide taxpayers in completing and filing tax forms correctly
- 1.2 Verify identification details, calculations, and supporting documentations
- 2.1 Review filed returns for accuracy and consistency with prior filings
- 2.2 Investigate discrepancies and resolve issues with taxpayers
- 3.1 Issue notices for outstanding debits
- 3.2 Determine and apply penalties for unpaid dues or violations
- 4.1 Identify indicators of fraudulent activity
- 4.2 Recommend enforcement actions and penalties as necessary
- 5.1 Maintain accurate taxpayer records and accounts
- 5.2 Provide timely compliance reports to the Chief of Tax & Revenue
- 6.1 Ensure all activities comply with the Income Tax Act, Tax Collection Act, and RMI Financial Management Act

6.2 Upload confidentiality and integrity in all compliance process

**DESIRABLE REQUIREMENTS:**

Qualifications:

- Associate Degree in auditing, accounting business, Finance, or any relevant combination that may be acceptable to the Office of the Public Service Commission
- At least 2 (2) years of general accounting or related experience
- Valid Driver’s License

**Skills**

- Strong analytical, mathematical, and problem-solving skills
- Excellent written and verbal communication abilities
- High attention to detail and organizations skills
- Proficiency in Microsoft Office applications
- Knowledge of RMI tax and revenue Laws

**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](mailto:pscrmi.recruit@gmail.com)).

The Completed application must be received at the Public Service Commission by: **18th<sup>of</sup> May, 2026**

Issued by the Public Service Commission on this **4th of May, 2026.**



Mr. Jendrikdrik Paul  
Chairman, PSC



Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC



Mr. Almo Momotaro  
Commissioner, PSC

**Prepared by:** \_\_\_\_\_  
(Name & title of Immediate Supervisor)

**Date:** \_\_\_\_\_

**Reviewed & Sign by:** \_\_\_\_\_  
(Name & title of Employee)

**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
(Name & title of Head of Ministry)

**Date:** \_\_\_\_\_