



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

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

EMPLOYMENT ANNOUNCEMENT

7/15/2026

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

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. For more information, please contact PSC email address at: 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