



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 • pscrmi.recruit@gmail.com

• Web-site : pscrmi.net

EA NO: RMI-093-26

Start Date: 5/12/2026

End Date: 5/26/2026

EMPLOYMENT ANNOUNCEMENT

CM: 4/24/26

Position Title:	Staff Auditor, Performance Auditing	
Grade and Salary (P/L):	Grade: PL 12/1-12/3	Salary: \$24,000.00- \$27,000.00
Ministry and Division:	Office of the Auditor General	
Location:	Majuro	
Reports to:	Secretary of Foreign Affairs and Trade	

JOB PURPOSE: Participate in the examination of various government entities, programs, functions and operation to determine whether those are achieving economy, efficiency, and effectiveness in the employment of resources.

KEY RESPONSIBILITIES:

1. Planning & Research
2. Data Collection & Analysis
3. Reporting & Implementation
4. Scheduling Coordinator
5. Audit Management
6. Perform other duties

MAIN DUTIES AND OUTCOMES:

- 1.1 Lead the reteam and planning phase for individual audits to establish clear objective and scope
- 1.2 Formulate specific audit methodologies and assessment criteria tailored to each government entity or program
- 1.3 Monitor project progress to ensure all audit phases are completed within the assigned timeframe and budget
- 2.1 Develops methods of identifying and collecting performance audit data;
- 2.2 Identifies limitations and challenges with data collection methods implemented at auditees;
- 3.1 Produce high-quality work-papers and evidentiary documentation that clearly support audit findings and conclusions
- 3.2 Identifies, evaluates and provides recommendations to mitigate risks and improve efficiency;
- 3.3 Document audit results in a neat and organized manner consistent with established standards;

- 3.4 Communicates to the Audit Supervisor the status of assigned audit activities on a daily basis;
- 3.5 Indexes draft reports to the working papers;
- 3.6 Draft formal audit reports that translate complex data into clear, actionable recommendations for government efficiency
- 4.1 Communicates effectively with auditees by providing appropriate lead time for scheduling and coordinating meetings and fieldwork visits;
- 5.1 Undertakes specific audit assignments by Audit Supervisor or Manager, as a member of the performance audit team;
- 5.2 Coordinate with team members to prioritize tasks and reallocate resources as needed to meet department deadlines
- 5.3 Ensures adherence to the audit work plan;
- 6.1 Performs other duties as assigned.

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor Degree from an accredited institution in Business, Accounting or related field.
- At least 1-2 years of professional experience in auditing, accounting, or financial analysis

Skills:

- Good time management
- Able to work in team
- Experience in quantitative and qualitative data analysis methods; and principles of effectiveness and efficiency
- Advanced skills in Microsoft Excel and Experience with Accounting software or data visualizations tools
- Strong written and Verbal Communication skills for reporting audit finding

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 May, 2026

Issued by the Public Service Commission on this 12th May, 2026.



Mr. Jendridkrik Paul
Chairman, PSC



Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC