



**Republic of the Marshall Islands**  
**Office of the Public Service Commission**

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**EA NO: RMI-130-25**  
**OPENING DATE: 8/13/2025**  
**CLOSING DATE: 8/22/2025**

**EMPLOYMENT ANNOUNCEMENT**

Ref of CM: 8/7/25

<b>Position Title:</b>	Janitor	
<b>Grade and Salary (P/L):</b>	<b>Grade: PL – Ungraded</b>	<b>Salary: \$8,320.00</b>
<b>Ministry and Division:</b>	Ministry of NRC	
<b>Location:</b>	Majuro	
<b>Reports to:</b>	<b>Chief of Administration &amp; Finance</b>	

**JOB PURPOSE:** Responsible for overall cleaning of NRC Office complex and surrounding premises.

**KEY RESPONSIBILITIES:**

1. Cleaning of offices/facilities and arranging sites prior to conferences/workshops, meetings.
2. Throw out trash from inside and outside NRC’s complex.
3. Perform other related work as assigned.

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Operate cleaning equipment such as vacuum cleaners, scrubbing machines and floor polishers; replace light bulbs.
- 1.2 Cleans doors and windows and other similar minor equipment.
- 1.3 Cleans flat roofs and electrical fixtures. Sweeps and scrubs floors, hallways, stairways, and restrooms.
- 1.4 Arrange chairs, tables, and other light furniture and equipment for schedule activities.
- 2.1 Pick and take out trash from inside and outside the buildings. Wipes, dusts, washes and polishes furniture, woodwork, and fixtures.
- 3.1 Perform other related work as assigned.

**DESIRABLE REQUIREMENTS:**

**Qualifications:**

- High School Diploma
- One (1) year of experience in custodial/janitorial work

**Skills:**

- To be thorough and pay attention to detail
- The ability to work on your own
- Customer service skills
- The ability to work well with your hands
- Physical fitness and endurance
- The ability to organize your time and workload

**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](http://pscrmi.net). For more information, please contact PSC email address at: [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)

The Completed application must be received at the Public Service Commission by: 22<sup>nd</sup> of August, 2025.

Issued by the Public Service Commission on this day: 13<sup>th</sup> August, 2025



Mr. Jendrikdrik Paul  
Acting Chairperson, PSC



Mr. Almo Momotaro  
Commissioner, PSC