



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.recruit@gmail.com • Webpage: pscrmi.net

EA NO: RMI-117-25

OPENING DATE: 7/16/2025

CLOSING DATE: 7/30/2025

EMPLOYMENT ACCOUNCEMENT

Ref to CM of 06/06/2025

Position Title:	Senior Budget Officer (Federal Fund)	
Grade and Salary (P/L):	Grade: PL – 11/1 – 11/3	Salary: \$21,000 - \$23,000 per annum
Ministry and Division:	Ministry of Finance, Banking & Postal Services	Division: Budget
Location:	Majuro	
Reports to:	Budget Director, Assistant Secretary	

JOB PURPOSE: The Senior Budget Officer is the Ministry's focal point for Federal Funds and is responsible for the overall monitoring and financial transactions of federal funded programs for the GRMI.

KEY RESPONSIBILITIES:

1. Reviews availability of funds for requested purchases; evaluates requests for budget transfers and amendments and ensures compliance with established policies and procedures for budget limitations for Federal programs
2. Manage and maintain a transaction log for all federal funded TAs, PRs, contracts and other fund activities
3. File and manage all federal NGA program, drawdowns, reconciliations, budget transfers, and other related transactions
4. Develop federal program budget and budget reports
5. Ensure accurate budget certification on all federal programs and transactions

MAIN DUTIES AND OUTCOMES:

- 1.1 Prepare financial and economic analysis reports for relevant ministries and agencies and all grantors, and ensure they are informed on any receipt of NGAs (grant awards)
- 2.1 Ensure all transactions strictly comply with federal regulations and procurement policies and procedures
- 3.1 Participate in audit processes as needed
- 4.1 Prepare monthly and quarterly financial and administrative reports
- 5.1 Assists with directing the work activities of an assigned staff (Fiscal Officer) to include compilation, review, examination, and interpretation of budget data and monitoring

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree in Finance, Budget, Accounting, Public or Business Administration, or related field plus two (2) years of relevant experience
- Ability to prepare and administer complex budgets and aptitude for numbers and quantitative skills

Skills:

- Knowledge of generally accepted accounting procedures and principles
- Familiarity with accounting software and administration skills
- Accuracy and high attention to details and effective communication skills
- Able to interpret documents such as laws, regulations, and reporting requirements pertaining to finance and procurement

FILING INSTRUCTIONS:

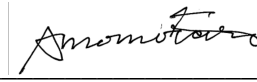
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

The complete application must be received at the Public Service Commission by: 30th July, 2025

Issued by the Public Service Commission on: 16th July, 2025



Mr. Jendrikdrik Paul
Acting Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC