



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 • Website: pscrmi.net

EA: RMI-209-25

OPENING DATE: 10/30/2025

CLOSING DATE: 11/13/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 10/16/25

Position Title:	Assistant for the Economic Policy Unit	
Grade and Salary (P/L):	Grade: PL-10/1-10/2	Salary: \$18,000.00-\$20,000.00 pa
Ministry and Division:	Office of the President	EPPSO
Location:	Majuro	
Reports to:	Head Policy & Strategic Development Unit	

JOB PURPOSE: Supported the Economic Policy Strategic and Development Unit by collecting, analyzing, and compiling economic data using advanced Excel techniques for Balance of Payments, National Accounts, Government Finance Statistics, and the Quarterly Bulletin, demonstrated strong teamwork and effective coordination with various stakeholders to ensure data accuracy and timely reporting.

KEY RESPONSIBILITIES:

1. Perform the daily administrative functions of the Economic Unit
2. Collaborate closely with the head of the unit to collect data.
3. Work closely with the public and private sectors, banks, and fishing companies to collect data effectively.
4. Coordinate with the Ministry of Finance Banking and Postal Services to extract data from the FMIS.
5. Work with other staff whenever necessary.

MAIN DUTIES AND OUTCOMES:

- 1.1 Able to work closely with the Head of the Economic Policy Strategic and Development Unit on assigned duties. Also, able to attend meetings and workshops.
- 2.1 Prepare request letters to relevant ministries and agencies to collect data.
- 3.1 Proficient in obtaining financial information from private businesses, banks, and fishing companies.
- 4.1 Able to work with the Economic Policy Strategic and Development Unit in extracting data
- 5.1 from the Ministry of Finance Banking and Postal Services FMIS to compile the Government Finance Statistics quarterly reports and annual reports and work with the Auditor General Office to obtain the audit reports.

DESIRABLE REQUIREMENTS:

QUALIFICATIONS:

- Graduate from recognized University with Bachelor's degree in Economics, Public Administration, or three (3) years of equivalent experienced in related field or any combination of education or work experiences which may be acceptable to the Public Service Commission or with minimum of experience in price monitoring, data analysis, or public policy preferred

SKILLS:

- Good Writing skills
- Good Communicator
- Working with dataset
- Microsoft Word and Excel
- Data input
- Data analysis

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: **13th of November, 2025**

Issued by the Public Service Commission on this **30th of October, 2025.**



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC