



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-183-26

Opening Date: 10/6/2026

Closing Date: 10/20/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 9/24/2026

Position Title:	Office Cleaner	
Grade and Salary (P/L):	Grade: Ungraded	Salary: \$11,440.00 per annum
Ministry and Division:	Office of the Auditor General	
Location:	Majuro	
Reports to:		

JOB PURPOSE: The incumbent is responsible for cleaning services to always keep the Office of the Auditor-General complex clean and sanitary and perform other related duties

KEY RESPONSIBILITIES:

1. Maintain all office floor surfaces
2. Maintain office furniture, fixtures, and structural surfaces
3. Manage facility waste removal
4. Maintain restroom and kitchen sanitation
5. manage inventory and supply replenishment
6. Support general facility beautification and ad-hoc operations

MAIN DUTIES AND OUTCOMES:

- 1.1 Vacuum, mop, sweep, and spot-clean carpets across all office areas
- 1.2 Clean, dust, and sanitize windows throughout the Office complex
- 2.1 Dust, Spray, clean, and polish office tables, chairs, and counters
- 2.2 Perform dusting, disinfecting, and polishing of other office surfaces and furniture
- 3.1 Collect and remove trash from all designated office areas and the kitchen
- 3.2 Report any maintenance repairs or replacements encountered during daily waste and cleaning tasks
- 4.1 Clean and sanitize restrooms daily to preserve public health standards
- 4.2 Restock restrooms and kitchen areas with necessary paper products and basic amenities
- 5.1 Monitor supply levels and assist with the procurement of cleaning supplies as needed

5.2 Organize and safely store newly procured chemical solutions and cleaning equipment

6.1 Beautify the interior and exterior of the office complex (e.g., planting and maintaining trees/flowers)

6.2 Perform other duties as director by the Auditor General

DESIRABLE REQUIREMENTS:

Qualifications:

- Does not require formal education, however, having High School Diploma would be a plus and guarantee good customer relations, ability to follow written instructions, and communicate appropriately with staff and customers of the who he/she meets

Skills:

- Strong work ethic and excellent time management
- High reliability and strong attention to detail
- Ability to follow written and verbal instructions accurately
- Effective communication skills to interface appropriately with staff and customers

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 commission application must be received at the Public Service Commission by **20th of October 2026**

Issued by the Public Service Commission on this **6th October 2026**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC