



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA: RMI-186-25

OPENING DATE: 9/30/2025

CLOSING DATE: 10/14/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 9/19/25

Position Title:	Budget Officer (Compact Fund & SEG Fund)	
Grade and Salary (P/L):	Grade:11/1-11/3	Salary: \$21,000-\$23,000 per annum
Ministry and Division:	Ministry of Finance	Budget Division
Location:	Majuro	
Reports to:	Budget Director	

JOB PURPOSE: The Budget Officer assists in overseeing the daily monitoring and transactions of all compact and SEG program funds for the GRMI

KEY RESPONSIBILITIES:

1. Ensure compliance and enforcement of the Financial Management Act, fiscal procedures\policies, procurement policies, and compact regulations
2. Ensure all NGAs received are entered into the MOF FMS
3. Ensure accurate budget certification or compact funds
4. Ensure federal financial reports forms (Paper and digitals forms) are produced and acquired the appropriate signatories before transmission to DOI
5. Very sufficient funds are available before generating transactions

MAIN DUTIES AND OUTCOMES:

- 1.1 Manage a transaction log system and maintaining/filing of documents (NGAs, TAs, PRs, contracts, reports, drawdowns, reconciliations, fund transfers) and correspondences
- 2.1 Assist in morning of Compact and SEG Notice of Grant Award (NGA), budget, reports, and drawdowns
- 3.1 Communicate with relevant Ministries/Agencies on receipt of NGAs (grants awards)
- 4.1 Produce and compliance financial and budget reports of Ministries, Agencies and DOI on a monthly and quarterly basis
- 5.1 Ensure all financial matters regarding compact funds are carries out in a timely manner, and all transactions are in strict compliance with procumbent policies, procedures, and compact regulations

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduate from a University with a Bachelor's Degree in Business, Accounting, Finance, Economics & Management or related field; or have at least 3-5 years' minimum budget related work experience is required. Or a combination of education and experience that is acceptable to the Public Service Commission
- Or additional qualifications such as Certified Manager or Certified Professional-Human Resources

Skills:

- Proficiency in English and Microsoft Office applications
- Strong analytical, communication, and supervisory skills
- Ability to learn and apply new skills, work independently and meet deadlines
- Report writing and presentations skills

FILING INSTRUCTIONS:

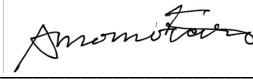
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **14th of October, 2025**

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



Mr. Jendrikdrik Paul,
Acting Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC