



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA: RMI-075-25

OPENING DATE: 04/10/25

CLOSING DATE: 04/24/25

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 3/28/2025

Position Title	Senior Procurement & Supply Officer	
Grade and Salary (PL):	PL-11/1 - 11/3	Salary: \$21,000.00 - \$23,000.00
Ministry and Division	Ministry of Finance Banking & Postal Services	Division of Procurement
Location:	Majuro, RMI	
Report to:	Report to Chief of Procurement & Supply	

JOB PURPOSE: Responsible and reports to the Chief of Procurement & Supply, for the compliance functions of the Division

KEY RESPONSIBILITIES:

1. Assist the Chief of Procurement in identifying, negotiating and implementing contract & framework agreements which result in efficiencies in line with financial and forecasting requirements;
2. Assist in maintaining accurate records of all procurement process which result in high process compliance;
3. Assist in carrying out efficient and collaborative procurement which are corporately compliant (advice, tendering, evaluation award & contract management) and which result in a high value adding commercial outcome;
4. Prepare timely and accurate management information covering aspects of stakeholder engagement in the procurement process lifecycle which result in effective performance management and delivery of required outcomes;
5. Actively engage in continuous professional development;
6. Oversee the overall function of the warehouse and warehouse staff;
7. Perform other duties as assigned by Chief of Procurement.

MAIN DUTIES AND OUTCOMES:

1. To be aware of the Ministry's aims, organizational values and behaviors and their impact on this post;
2. To participate in the Ministry's performance processes;
3. To carry out the duties of the post in accordance with the Ministry's diversity policy;
4. To carry out all duties and responsibilities with reasonable care for the health and safety of you and other persons who may be effected by your acts or omissions at work and to co-operate fully with the Ministry's in health and safety matters;
5. Do other duties as assigned by Chief of Procurement.

DISIRABLE REQUIREMENTS: Graduation from a University or College with a Bachelor Degree in related field (Procurement or Business Administration). OR certification in the related field with two (2) years of experience in the field or related field.

FILING INSTRUCTIONS:

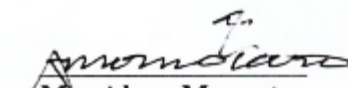
Secure application forms from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website- pscrmi.net. For more information, please contact PSC email address at: pscrmi.recruit@gmail.com.

The Completed application must be received at the Public Service Commission by: 24th April, **2025**

Issued by the Public Service Commission on this *10th of April 2025*



Mr. Jendrikdrik Paul
Acting Chairperson, PSC


Mr. Almo Momotaro
Commissioner, PSC