



REPUBLIC OF THE MARSHALL ISLANDS  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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**EA NO: RMI-227-25**

**OPENING DATE:12/22/2025**

**CLOSING DATE: 01/05/2026**

**EMPLOYMENT ANNOUNCEMENT**

**Ref to CM of 12/09/2025**

<b>Position Title:</b>	<b>Administrative Assistant/ Executive Assistant</b>	
<b>Grade and Salary (P/L):</b>	<b>12/1-12/3</b>	\$24,000.00-\$27,000.00 per annum
<b>Ministry and Division:</b>	<b>Cabinet</b>	<b>Administration</b>
<b>Location:</b>	<b>Majuro</b>	
<b>Reports to:</b>	Chief Financial Officer, Cabinet Clerk, Chief of Staff, and Minister in Assistant to the President and Environment (MIAPE)	

**JOB PURPOSE:** To Contribute to the efficiency of the Office of the President and Cabinet by ensuring all assigned administrative and executive duties are carried out timely and efficiently

**KEY RESPONSIBILITIES:**

1. Administrative Support
2. Communication Management
3. Document Preparation
4. Budget Coordination
5. Confidentiality
6. Maintaining Office Supplies and Equipment
7. Organizing and maintaining filing system

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Managing calendars, scheduling meetings and appointments, and coordinating travel arrangements for the MIAPE
- 1.2 Make necessary purchase requisitions and all other administrative operations required by the Minister in Assistance to the President and Environment, Clerk of the Cabinet, Chief of Staff, and immediate staff of the Office of the President and Cabinet.
- 2.1 Screening calls and emails, facilitating communication between right audience effectively, especially the Minister in Assistance to the President and Environment
- 2.2 Regularly checking the effectiveness of communication and adjusting as necessary to ensure alignment with organizational and MIAPE goals.
- 2.3 Professionally greet and receive official guests/visitors for the Minister in Assistance to the President and Environment.

3.1 Provide comprehensive secretarial services to the Minister in Assistance to the President and Environment by preparing letters and other relevant documents that are ready for the Ministers' signature and approval  
3.2 Prepare reports, presentations, and other documents as needed  
3.3 Handle and prioritize all outgoing and incoming correspondence (emails, letters, packages) for the Minister in Assistance to the President and Environment.  
4.1 Assist in producing and compiling financial reports with the Chief Financial Officer  
5.1 Ensure that confidential and sensitive documents are transferred carefully and remain secure  
6.1 Monitor office supplies and representation items the Minister needs and negotiate terms with suppliers/vendors to ensure the most cost-effective orders  
6.2 Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping.  
7.1 Coordinate and direct office services such as records and budget preparation, personnel and housekeeping, to aid the Minister  
7.2 Filing and maintaining relevant reports and that they are carried out on time  
8.0 Perform other duties as assigned by the Minister, Chief of Staff, Clerk of Cabinet, and Chief Financial Officer

## **DESIRABLE REQUIREMENTS:**

### **Qualifications:**

- Graduate from recognized university with a Bachelor's degree in Secretarial or Office Management, or 5 years or work experiences, or any equivalent combination of experience and training that provides the required knowledge, abilities and skills for the job.
- Speaks Marshallese and English
- Weekly written report to supervisor

### **Skills:**


- Organization and Time Management
- Communication
- Adaptability and Problem-Solving
- Attention to Detail
- Customer Service
- Proactivity and Discretion
- Teamwork

## **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](mailto:pscrmi.recruit@gmail.com)).

The Completed application must be received at the Public Service Commission by: **5<sup>th</sup> of January, 2026**

Issued by the Public Service Commission on this **22<sup>nd</sup> of December, 2025.**



Mr. Jendrikdrik Paul  
Chairman, PSC



Mr. Almo Momotaro  
Commissioner, PSC