



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-185-25

OPENING DATE: 9/30/2025

CLOSING DATE: 10/14/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 9/12/2025

Position Title:	Administrative Officer I	
Grade and Salary (P/L):	Grade: PL-9/1-9/5	Salary: \$13,045.00-\$17,025.00 per annum +20%ED
Ministry and Division:	Office of the Chief Secretary	
Location:	Ebeye Kwajalein Atoll	
Reports to:	Deputy Chief Secretary, Ebeye Kwajalein Atoll	

JOB PURPOSE: Responsible for providing high-level administrative support to the Office of the Ebeye Deputy Chief Secretary, and as needed and required, to the Office of the Chief Secretary- Majuro.

KEY RESPONSIBILITIES:

1. Responsible for performing high-level administrative duties necessary and required to execute the Ebeye OCS'S programs and services.
2. Coordinator and collaborate with the Ebeye DCS Chief of Administration and Finance, Executive Assistant to the Chief Secretary, and the Majuro OCS Administrative Officer to identify and recommend improvements to achieve high-level, efficient and effective administrative functions.
3. Promote the image and reputation of the Ebeye OCS through the provision of professional, reliable and courteous services
4. Perform other duties and responsibilities as assigned by the immediate supervisor

MAIN DUTIES/ TASKS:

- 1.1 Manage all of the Deputy Chief Secretary's meeting appointments, make/receive calls and greet visitors, organize staff meetings, draft and distribute meetings minutes
- 1.2 Assist with the Heads of Department (HODs) monthly meetings.
- 1.3 Develop and maintain a sound filing system, consisting of both hard and electronic copies for ear of access by all staff
- 1.4 issue vehicle log-sheet for use daily;
- 1.5 Responsible for the timely preparation and submission of the Ebeye OCS' timesheet to

the Ministry of Finance

- 1.6 Represent the OCS in any Committee as assigned by the DCS
- 1.7 Ensure that the OCS is well equipped with essential office supplies at all times; monthly billings and payments are updated; office properties are maintained and accounted for
- 1.8 Develop and maintain a financial system to record for all PRs, POs, TAs and RPs; process PRs and Travel Authorization and ensure travel reports have relevant supporting documents. And submitted to MOF on a timely manner. Provide quarterly reports.
- 1.9 assist and organize logistics on the ground whenever the Chief Secretary travels on official business to Ebeye
- 1.10 Assist the Ebeye DCS develop and maintain a log of all PSC related issues. Documents for tracking and follow-up purposes;
- 1.11 Assist the Ebeye DCS with the prompt execution of all Public Service Commission (PSC) assigned tasks for the Ebeye OCS (ensure employment documents, Personnel Actions, Contracts, others, are expeditiously route through the HRMIS and completed on a time basis)
- 1.12 Assist with all administrative and logistical tasks of the Kwajalein Emergency Operation Center (KEOC), the National Disaster Management Office (NDMO) that includes the following
 - Assist in carrying out assigned tasks under the supervision of Ebeye DCS and Disaster Control Officer during events of disasters, and if Kwajalein Emergency Operations Center (KEOC) is on standby and/ or activated.
 - Assist with coordinating relief items activities with NDMO, KEOC, MOFBPS SS&P, MOHHS and relevant ministries in compliance with GRMI rules and procedures.
 - Assist in recording, tracking, and ensuring the safety and preservation for goods and equipment are ready to be deploys for disaster response purposes.
 - Responsible for processing of Kwajalein Emergency Operation Center, and other related State of Emergency (SOEs) PRs, TAs, and Excess Hours/ OTs of the Various ministries involve in activities of SOEs.
- 2.1 Actively review existing administrative procedures. Processes and propose recommendations to immediate supervisor and Ebeye DCS or immediate changes as deemed required and needed;
- 3.1 Maintain and display a high-level of professionalism, honesty, integrity and ethical behavior in the work setting, and adhere to all other GRMI Laws and Regulations governing employee's proper conduct in the work place;
- 4.1 Perform other duties and responsibilities as assigned by the Ebeye DCS

QUALIFICATIONS:

1. The ideal candidate for the position shall have graduated from an accredited institution of higher education with an Associate Degree in Office Administration or Secretarial Science with a minimum of two (2) year work experience in the Office Administration or Secretarial works; OCS will, however, consider a candidate that has completed and acquired a certification in Office Administration and Secretarial Science with a minimum of Five (5) year experience in such work settings

MAIN SKILLS:

1. High level of administration skills
2. Sound organizational skills
3. High level communication and relationship skills
4. Good computer skills
5. Skillful; in solving problems
6. Dependable and be able to perform multiple tasks with specific timelines

FILING INSTRUCTIONS:

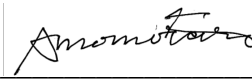
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email addresses: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **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