



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

P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498

• Email : [pscrmi.mh@gmail.com](mailto:pscrmi.mh@gmail.com) • [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)

• Web-site : [pscrmi.net](http://pscrmi.net)

*EA NO: RMI-100-26*

*OPENING DATE: 5/14/2026*

*CLOSING DATE: 5/28/2026*

**EMPLOYMENT ANNOUNCEMENT**

*Ref to CM of 4/30/2026*

|                                |   |  |
|--------------------------------|---|--|
| <b>Position Title:</b>         | Accountant                                    |  |
| <b>Grade and Salary (P/L):</b> | Grade:11/1-11/3                               | <b>Salary:</b> \$21,000.00-\$23,000.00 per annum |
| <b>Ministry and Division:</b>  | Ministry of Culture & Internal Affairs        | Local Government                                 |
| <b>Location:</b>               | Majuro  |  |
| <b>Reports to:</b>             | Chief of Local Government/ Secretary of MOCIA |  |

**JOB PURPOSE:** Monitor & ensure budget allocation for all Program & Project activities under MIMA OIEDF, GIA and LGF in accordance with the Ministry's Budget Portfolio

**KEY RESPONSIBILITIES:**

1. Prepare MIMA Annual Budget
2. Provide quarterly financial report of OIEDA, GIA, R.O.C. and Local Government Fund
3. Provide quarterly budget report of all MIMA projects to Chief of Local Government
4. Coordinate all MIMA meeting and travel expenses
5. Provide and conduct training with Local Government on annual budget preparatory
6. Perform other duties

**MAIN DUTIES AND OUTCOMES:**(list no more than 2 related tasks to each responsibility)

- 1.1 Coordinate with Chief of Local Government and Administration to develop activities in the annual MIMA budget portfolio
- 2.1 Compile and analyze quarterly financial reports for OIEDA, GIA, R.O.C and Local Government
- 2.2 Submit consolidated quarterly reports to the Chief of Local Government
- 3.1 Ensures all project budget information is accurate, complete, and submitted on time
- 3.2 Provides the Chief of Local Government with clear insights into spending performance and any financial risks
- 3.3 Delivers a professional, consolidated report that supports decision-making and strategic planning
- 4.1 Coordinate logistics and budgeting for all MIMA meetings and official travel

- 4.2 Prepare quarterly expenses summaries for meetings and travel
- 5.1 Develop training materials and guidelines for annual budget preparation
- 5.2 Deliver in-person and virtual trainings for Local Government Finance Officers

## **DESIRABLE REQUIREMENTS:**

### **Qualifications:**

- Bachelor Degree in Accounting, Financial, Public Administration, Business Administration, or a related field from a recognized institution
- 2-3 Years of experience in accounting, budgeting, or financial reporting (Government experience preferred)
- Experience working with Public Sector Financial Systems or donor-funded projects (optional but preferred)
- Knowledge of RMI Government Budgeting Procedures, including MIMA, LGF, GIA and OIEDF framework
- Training or certification in financial management, QuickBooks, or other accounting software
- Familiarity with audit process, procurement rules, and financial compliance requirements

### **Skills:**

- Strong understanding of budget preparation, budget monitoring, and quarterly reporting.
- Ability to analyze financial data and prepare accurate budget variance reports.
- Proficiency in Microsoft Excel, Word, and financial spreadsheets.
- Ability to interpret and apply financial guidelines, policies, and government budget regulations
- Excellent organizational and record-keeping skills.
- Strong report writing abilities for quarterly and annual financial reports.
- Ability to coordinate meetings, manage travel expenses, and support project budgeting.
- Experience assisting or training Local Governments on budgeting processes
- Ability to communicate clearly with Local Government officials and project staff.
- Strong teamwork skills and the ability to coordinate across divisions.
- Ability to conduct training sessions and explain financial processes simply
- High integrity and commitment to financial accountability
- Attention to detail and accuracy.
- Ability to work independently and meet deadlines.

## **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](http://pscrmi.net). For more information, please contact the email address: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

The complete application must be received at the Public Service Commission by: **28<sup>th</sup> of May, 2026**

Issued by the Public Service Commission on this **14<sup>th</sup> of May, 2026**



Mr. Jendrikdik Paul  
Chairman, PSC



Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC



Mr. Almo Momotaro  
Commissioner, PSC