



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA NO: RMI-204-25

OPENING DATE: 10/15/2025

CLOSING DATE: 10/29/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 10/10/2025

Position Title:	Administrative Assistant	
Grade and Salary (P/L):	Grade:9/1-9/5	Salary:\$13,045.00-\$17,025.00 per annum
Ministry and Division:	EPPSO	
Location:	Majuro	
Reports to:	Director pf EPPSO	

JOB PURPOSE: Assis the Director of the Economic Policy, Planning and Statistics office in preparing the Purchasing Requisitions, Travel Authorization, and other administrative responsibilities as listed below

KEY RESPONSIBILITIES:

1. Maintain detailed and accurate records of fund authorized, obligated disbursed and accrue to EPPSO
2. In charge of preparing weekly timesheets and works related to it
3. Ensures that all EPPSO monthly bills and account payable are paid on time
4. Prepares purchase requisitions and ensuring that all request follow the established RMI Procumbent Code
5. Prepares the Ministry's Travel Authorization and ensures that Travel Authorizations are closed after each trip is completed
- 6.Perform other duties as instructed by the Director of EPPSO

MAIN DUTIES AND OUTCOMES:

- 1.1 Assist Director on daily operation on budget
- 2.1 Collect, maintain, and prepare the Ministry's timesheet
- 3.1 Ensure requisitions on traveling authorization, purchase requisitions, contract payments request (verify budget and supporting documents)
- 4.1 Prepare purchase requisitions according to the RMI Procurement Code (3 quotations for anything above \$500 or 1 quotation for anything below)

5.1 Prepares all Travel Authorization and ensure that all travel either International or Domestic in nature are closed on week after each trip

6.1 Maintain and update filing systems for EPPSO

DESIRABLE REQUIREMENTS:

Qualifications:

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

Skills:

- Must have good interpersonal skills
- Skillful in solving problems
- Dependable and be able to perform multiple tasks with specific timelines
- Good Communication skills
- Computer Literate

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: **29th of October, 2025**

Issued by the Public Service Commission on this **15th of October, 2025**.



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC