



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA : RMI-187-25

OPENING DATE: 9/30/2025

CLOSING DATE: 10/14/2025

EMPLOYMENT ANNOUNCEMENT

Ref: CM of 9/23/25

Position Title:	Supply Specialist II	
Grade and Salary (P/L):	PL-10/1-10/3	Salary: \$18,000.00-\$20,000.00 pa
Ministry and Division:	Ministry of Finance, Banking & Postal Services	Division of Supply & Procurement
Location:	Majuro	
Reports to:	Senior Procurement Officer	

JOB PURPOSE: The Supply Specialist II is primary responsible for providing complex supply support to the Government line ministries and agencies. The incumbent reports directly to the Senior Procurement Officer and receives management oversight from the Chief of Procurements and Supply

KEY RESPONSIBILITIES:

1. Assist in maintaining a depot operation for procured government supplies and asset
2. Handle customer complaints related to requisitions and orders, providing support as needed
3. Ensure all procurement requests comply with the RMI Procurement Code and GRMI rules and regulations
4. Analyze invoices to ensure accuracy of goods delivered
5. products are procured in accordance with their needs
6. Create new items and vendors on Bisan, as needed
7. Assist the Procurement & Supply Management with quarterly encumbrances

MAIN DUTIES AND OUTCOMES:

- 1.1 Assist with the distribution of fuel slips for line ministries and agencies, as needed
- 2.1 Review, approve, and process purchase requisitions via the Bisan system
- 3.1 Assist other ministries with the use of Bisan and provide procurement-related support
- 4.1 Coordinate with line ministries and agencies to ensure that goods, materials, and
- 5.1 Keep line ministries and agencies updated with the status of their requests and orders
- 6.1 Ensure requests are processed in a timely manner
- 7.1 This includes generating and disturbing reports to agencies, providing analysis on the encumbrance reports, de-obligating encumbrances, and cleaning up Bisan to ensure that outstanding encumbrances have been cleared from the system in a timely manner. This includes generating and disturbing reports to agencies, providing analysis on the encumbrance reports, de-obligating encumbrances, and cleaning up Bisan to ensure that outstanding encumbrances have been cleared from the system in a timely manner

8.1 Perform other duties as assigned by the Senior Procurement Officer and Chief of Procurement & Supply

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduate from recognize university with a Bachelor Degree in Supply Chain Management, Logistics, Business Administration OR any combination of work and related experiences that may be acceptable to the Office the Public Service Commission.
- OR Certificate/ License holder that is equivalent to Bachelor Degree in related field
- OR minimum of Associate Degree with 2-5 years of work experiences in related field

Skills:

- Strong communications skills (written and verbal)
- Able to multitask or manage multiple projects simultaneously
- Flexible to work long hours as demanded
- Pays close attention to details
- Customer Service skills
- Basic computer skills

FILING INSTRUCTIONS:

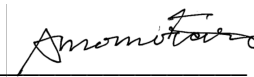
Secure application forms from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website- pscrmi.net. For more information, please contact PSC email address at: pscrmi.recruit@gmail.com.

The Completed application must be received at the Public Service Commission by: **14th of October, 2025**

Issued by the Public Service Commission on this **30th of September, 2025**



Mr. Jendrikdrik Paul
Acting Chairperson, PSC



Mr. Almo Momotaro
Commissioner, PSC