



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

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*EA NO: RMI-056-26*

*OPENING DATE: 3/27/2026*

*CLOSING DATE: 4/10/2026*

**EMPLOYMENT ANNOUNCEMENT**

*Ref to CM of 3/12/2026*

<b>Position Title:</b>	Procurement & Logistic Officer	
<b>Grade and Salary (P/L):</b>	Grade:9/1-9/5	Salary:\$13,045.00-\$17,025.00 per annum
<b>Ministry and Division:</b>	Ministry of Culture & Internal Affairs	Administration
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Chief of Administration, Personnel & Finance	

**JOB PURPOSE:** The Procurement & Logistics Officer is responsible for supporting the efficient, transparent, and compliant procurement of goods and services and the coordination of logistics and administrative support for ministry operations. The position ensures adherence to Government procurement policies, effective records management, timely payment processing, inventory control, and logistical support for meetings, trainings, travel, and field activities

**KEY RESPONSIBILITIES:**

1. Procurement and Contract Administration
2. Financial and Records Management
3. Logistics and Administrative Support
4. General Functions

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Process procurement requests for goods and services in accordance with government procurement regulations, policies, and procedures.
- 1.2 Review specifications, obtain quotations, prepare purchase documentation, and coordinate approvals as required.
- 1.3 Assist with the preparation, processing, and administration of service contracts, leases, rental agreements, and fee-for-service arrangements.
- 1.4 Coordinate with vendors and suppliers and monitor the timely delivery and quality of procured goods and services.
- 1.5 Ensure procurement documentation is complete, accurate, and audit-ready at all times

- 2.1 Maintain organized and accurate procurement, contract, and payment records, including quotations, purchase orders, receiving reports, invoices, and expenditure documentation.
- 2.2 Assist with payment preparation and liaise with the Ministry of Finance to ensure timely settlement of obligations.
- 2.3 Support the maintenance of encumbrances and tracking of contractual commitments.
- 3.1 Coordinate logistics for travel, accommodation, per diem, meetings, workshops, and conferences, including bookings and logistical arrangements.
- 3.2 Provide administrative support for meetings and events, including scheduling, agenda preparation, documentation, and basic reporting.
- 3.3 Maintain inventory and property control records and conduct periodic checks of ministry assets.
- 4.1 Provide high-quality administrative and document support services.
- 4.2 Perform other related duties as assigned by the Chief of Administration, Personnel & Finance within the scope of the position.

### **DESIRABLE REQUIREMENTS:**

#### **Qualifications:**

- Associate Degree or higher in Business Administration, Procurement, Supply Chain Management, Public Administration, or a related field; OR
- A minimum of two (2) years of relevant work experience in procurement, administration, logistics, or a related field; OR
- An acceptable equivalent combination of education and experience as approved by the Public Service Commission.

#### **Skills:**

- Knowledge of public-sector procurement principles and administrative procedures.
- Ability to organize, maintain records, and manage multiple tasks accurately.
- Strong attention to detail and commitment to integrity and accountability.
- Good interpersonal and communication skills.
- Ability to work independently and collaboratively in a team environment.
- Sound judgment, initiative, and problem-solving skills.
- Basic proficiency in office and document management systems.

### **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: **10<sup>th</sup> of April, 2026**

Issued by the Public Service Commission on this **27<sup>th</sup> of March, 2026**



Mr. Jendrik Paul  
Chairman, PSC



Mrs. Annaruth Reiher- Samuel  
Commissioner, PSC



Mr. Almo Momotaro  
Commissioner, PSC