



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 • pscrmi.recruit@gmail.com

• Web-site : pscrmi.net

EA NO: RMI-165-26

Opening Date: 9/2/2026

Closing Date: Until Filled

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 8/20/2026

Position Title:	Director of Finance	
Grade and Salary (P/L):	PL 13/1-13/3	Salary: \$27,000.00-\$30,000.00 per annum
Ministry and Division:	Ministry of Health and Human Services	Bureau of Administration, Personnel, Procurement & Finance (APP&F)
Location:	Majuro	
Reports to:	Deputy Secretary, Bureau of APP&F	

JOB PURPOSE: To direct, supervise and coordinate the daily financial, accounting, and treasury operations of the Ministry of Health and Human Services to ensure compliance, fiscal responsibility, and efficient resource allocation

KEY RESPONSIBILITIES:

1. Budgeting and Fund Management
2. Accounting Operations & Certification
3. Reporting & Auditing
4. Supervision & Strategy

MAIN DUTIES AND OUTCOMES:

- 1.1 Manage and oversee accurate data entry into respective budget ledgers based on designated funds, programs, and cost centers
- 1.2 Review and authorize the internal transfer of fund documents as required
- 1.3 Lead the internal team and coordinate with external stakeholders on strategic budgetary matters
- 1.4 Provide executive support to senior management during the compilation of the Ministry's Annual Budget
- 2.1 Certify funds availability on financial and procurement documents, including Purchase Requests (PRs), Travel Authorizations (TAs), and Payment Authorizations (PAs)
- 2.2 Support the Chief Accountant with complex transaction ledger postings and general system oversight
- 2.3 Review and certify monthly bank account reconciliations for all Ministry accounts
- 2.4 Maintain and audit appropriate registers for Imprest accounts, withdrawal applications, and statements of expenditures for fund replenishment

- 3.1 Monitor and report on project costs, tracking performance metrics such as invoice payments and billing commitments
- 3.2 Prepare comprehensive financial reports and annual project financial statements required for auditing by the Ministry of Health and Human Services and the Ministry of Finance (MOF)
- 3.3 Provide timely, data-driven financial insights and reports to upper-level management to assist with decision-making
- 4.1 Oversee, evaluate, and mentor personnel within the Finance department
- 4.2 Monitor and supervise the execution of corrective action plans addressing prior-year audit findings
- 4.3 Represent the Ministry's financial interests during high-level inter-governmental and RMI Government meetings
- 4.4 Perform other professional duties aligned with the capacity, qualifications, and expectations of this executive classification

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's Degree (BA) in Budgeting, Accounting, Finance, or a closely related field from a recognized college or university
- A minimum of 5 to 7 years of progressive professional experience in accounting, government budgeting, or financial management is standard. At least 2 to 3 years of this duration should be in a supervisory or management role.
- Full professional fluency in both English and Marshallese
- Specialized professional development training in public sector budgeting and financial accounting

Skills:

- Advanced core budgeting and public accounting skills
- High proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Hands-on experience operating the MIP Fund Accounting System

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 address: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by **5th of September ,2026**

Issued by the Public Service Commission on 2nd of September, 2026



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC

