



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA: RMI-181-26

OPENING DATE: 9/30/2026

CLOSING DATE: 10/13/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 9/18/2026

Position Title:	Asset Management Officer	
Grade and Salary (P/L):	PL – 10/1 – 10/3	Salary: \$18,000 - \$20,000
Ministry and Division:	Ministry of Finance & Postal Services	Division: Procurement & Supply
Location:	Majuro	
Reports to:	Senior Accountability & Property Officer / Chief Procurement Officer	

JOB PURPOSE:

To support the Ministry of Finance's Procurement & Supply Division in strengthening equipment and real property management, reporting, and internal control processes, with emphasis on audit compliance and corrective actions related to asset management across Government Ministries and Agencies.

KEY RESPONSIBILITIES:

1. Coordinate and oversee physical inventory of RepMar's capital assets.
2. Maintain asset classification, tagging, and reconciliation systems.
3. Address audit findings and ensure compliance with asset management policies.
4. Review and recommend improvements to internal control procedures.
5. Keep track of who uses specific equipment and handle clearance when workers leave.
6. Ensure accurate asset data entry and reporting in financial systems.
7. Support preventive maintenance and staff training on asset management.

MAIN DUTIES AND OUTCOMES:

- 1.1 Conduct comprehensive asset inventories in line with property rules and regulations.
- 1.2 Liaise with Ministries and Agencies to ensure accountability of custodians.
- 2.1 Maintain and update asset tagging and classification systems.
- 2.2 Perform reconciliation of capital assets with general ledger accounts.
- 3.1 Track and implement corrective actions for audit findings.
- 3.2 Provide regular compliance reports to the Chief Procurement Officer.
- 4.1 Review existing internal control policies on asset acquisition, use, and disposal.
- 4.2 Recommend changes to strengthen audit compliance and efficiency.
- 5.1 Ensure timely and accurate entry of asset data into financial systems.

5.2 Generate periodic reports on asset management status.

6.1 Develop and implement preventive maintenance schedules.

6.2 Train and guide staff on asset management policies and reporting procedures.

6.3 Carry out other duties as assigned by the immediate supervisor.

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree in business administration, Finance Accounting, Logistics, or related field.
- Minimum of 2–4 years' experience in asset management, financial reporting, or audit response in government/public sector.
- Ability to drive and have a valid driver's license

Skills:

- Strong knowledge of internal controls and public sector accounting standards.
- Proficiency in financial systems and Microsoft Office Suite (Excel).
- Excellent organizational, analytical, and communication skills.
- Demonstrated leadership and ability to work independently and collaboratively.

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 **13th October 2026**

Issued by the Public Service Commission on the **30th of September 2026.**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Smauel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC