



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA NO: RMI-149-26

OPENING DATE: 8/13/2026

CLOSING DATE: 8/27/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 7/27/2026

Position Title:	Inventory System & Stock Control Officer	
Grade and Salary (P/L):	PL 9/1 ~ 9/5	\$13,045.00 - \$17,025.00 per annum
Ministry and Division:	Ministry of Health and Human Services	Bureau of Administration, Personnel, Procurement & Finance (APPF)
Location:	Majuro	
Reports to:	Director of Medical Supply	

JOB PURPOSE: Maintain accurate inventory records by entering all receiving and dispensing/issuing transactions into Microoxic, monitoring stock levels, and producing stock control reports to support timely replenishment and reduce stock-outs and wastage.

KEY RESPONSIBILITIES:

1. Inventory System Management
2. Stock Control and Monitoring
3. Receiving and Issuing Supplies
4. Expiration and Stock Rotation
5. Inventory Reporting
6. Coordination and Replenishment

MAIN DUTIES AND OUTCOMES:

- 1.1 Maintain and update the inventory management system to ensure accurate recording of all supplies, materials, and equipment.
- 1.2 Enter and verify inventory transactions, including receipts, issues, transfers, adjustments, and disposals.
- 2.1 Monitor stock levels regularly to prevent shortages, overstocking, and unnecessary wastage.
- 2.2 Conduct routine physical stock counts and reconcile actual stock against inventory system records.
- 2.3 Investigate and report on stock discrepancies, losses, damages, and other inventory variances.
- 3.1 Verify incoming supplies against purchase orders, invoices, and delivery documents.
- 3.2 Ensure all received items are properly recorded, labeled, and stored.
- 3.3 Process and document the issuance and distribution of supplies to authorized departments and programs.

- 4.1 Identify expired, damaged, or obsolete supplies and coordinate appropriate disposal procedures.
- 5.1 Prepare regular inventory reports on stock balances, consumption, shortages, and expiration dates.
- 5.2 Provide accurate inventory information to management for planning and procurement purposes.
- 6.1 Coordinate with warehouse, procurement, finance, and other departments regarding stock requirements.
- 6.2 Identify items reaching minimum stock levels and initiate or recommend timely replenishment.

DESIRABLE REQUIREMENTS:

Qualification:

- Graduated from a recognized college with an Associate Degree in Business Administration plus two (2) years' experience in the field. OR, any combination of education and experience, which may be acceptable to the Public Service Commission.

Skills

- Skills in Microsoft in excel, word, power point
- Proficiency in Microsoft Office
- High level of interpersonal skills and the ability to facilitate effective communication among all levels of staff, patients, and outside organizations.
- Attention to detail.
- Reliable with excellent timekeeping.
- Self-motivated with a willing and friendly approach.
- Demonstrates ability to function both independently and in collaboration with other professionals

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

The Completed application must be received at the Public Service Commission by: 27th of August 2026.

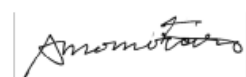
Issued by the Public Service Commission on 13th *August 2026*.



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher- Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC