



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA: RMI-121-25

OPENING DATE: 08/04/2025

CLOSING DATE: 08/17/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 7/22/25

Position Title:	Budget Officer (General Fund)	
Grade and Salary (P/L):	Grade:11/1-11/3	Salary: \$21,000-\$23,000 per annum
Ministry and Division:	Ministry of Finance	Budget Division
Location:	Majuro	
Reports to:	Budget Director	

JOB PURPOSE: Assist the Senior Budget Officer for General Fund to oversees and handle the overall daily transactions of all federal program funds for the Republic of the Marshall Government.

KEY RESPONSIBILITIES:

1. Assist to manage transaction log system & maintain documents, correspondences filing system, and accurate budget certification
2. Assist in Compliance & Enforcement of the FMA includes fiscal procedures policies
3. Assist in monitoring all General programs budget and reports
4. Assist in produce, compile financial reports for Ministries Agencies

MAIN DUTIES AND OUTCOMES:

- 1.1 Ensure all transaction received & logged of TA, PR, Contracts and other services under General Fund
- 1.2 Maintain & update a log system worksheet; and
- 1.3 Inputs all transactions received into the log system & maintain a hardcopy
- 1.4 Update a budget log system
- 2.1 Ensure all transaction strictly compliance with procurement policies, procedures and Public Financial Management Act and other relevant Regulations; and
- 2.2 Ensure all financial matters regarding federal procedures are carry-out in a timely manner
- 2.3 Ensure all relevant Ministries & Agencies are informed on receipt of monthly budget report;
- 3.3 Ensure that all transaction requests must have sufficient amount available; and

3.4. Filling & maintain of budget reports, monthly budget reports, fund transfer and other relevant reports of general fund

4.1 Assist in printing budget reports to the Ministries & Agencies on a monthly & quarterly basis; and any other required tasks needed by the Budget Director and Assistant Secretary

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduate from a University with a Bachelor's Degree in Business, Accounting, Finance, Economics & Management or related field; or have at least 3-5 years' minimum budget related work experience is required. Or a combination of education and experience that is acceptable to the Public Service Commission
- Or additional qualifications such as Certified Manager or Certified Professional-Human Resources

Skills:

- Proficiency in English and Microsoft Office applications
- Strong analytical, communication, and supervisory skills
- Ability to learn and apply new skills, work independently and meet deadlines
- Report writing and presentations skills

FILING INSTRUCTIONS:

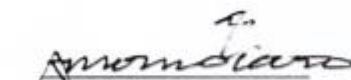
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **17th August, 2025**

Issued by the Public Service Commission on this **4th August, 2025**.



Mr. Jendrikdrik Paul
Acting Chairperson, PSC



Mr. Almo Momotaro
Commissioner, PSC