



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

JOB PURPOSE: Maintain organized, secure, and compliant storage of medical supplies, support accurate physical stock control, and ensure stock is rotated and stored correctly to reduce wastage, damage, and losses.

KEY RESPONSIBILITIES:

1. Inventory Management
2. Warehouse Operations
3. Receiving and Distribution
4. Documentation and Reporting
5. Stock Control and Quality Assurance
6. Warehouse Safety and Maintenance
7. Coordination and Support

MAIN DUTIES AND OUTCOMES:

- 1.1 Receive, inspect, verify, and record incoming supplies, materials, and equipment
- 1.2 Maintain accurate inventory records, stock cards, and inventory management system
- 1.3 Monitor stock levels and ensure adequate availability of supplies.
- 2.1 Organize, store, and secure inventory items in an orderly and accessible manner.
- 2.2 Ensure proper labeling, identification, and classification of stock items.
- 2.3 Apply stock rotation procedures such as First-In, First-Out (FIFO) to minimize expiration and wastage
- 3.1 Process receiving and issuing of supplies in accordance with approved procedures.
- 3.2 Prepare supplies for distribution to departments, programs, and authorized personnel
- 3.3 Verify requests and documentation before releasing inventory items.
- 4.1 Maintain accurate records of inventory transactions, receipts, issues, transfers, and disposals.

- 4.2 Prepare inventory reports, stock status updates, and supply usage reports
- 4.3 Assist with internal and external audits by providing inventory documentation and records
- 5.1 Monitor inventory for damages, shortages, expired items, and discrepancies.
- 5.2 Report inventory concerns and recommend corrective actions.
- 5.3 Ensure compliance with warehouse policies, safety standards, and inventory control procedures.
- 6.1 Maintain a clean, organized, and safe warehouse environment.
- 6.2 Ensure proper handling, storage, and security of supplies and equipment
- 6.3 Follow occupational health and safety guidelines while performing warehouse duties.
- 7.1 Coordinate with Procurement, Finance, programs, and other departments regarding inventory needs.
- 7.2 Support emergency supply preparation and distribution when required.

DESIRABLE REQUIREMENTS:

Qualifications:

- 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
- At least three (3) years of work experience in the field of Medical Supply
- 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.

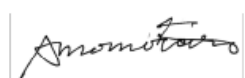
Issued by the Public Service Commission on 13th August 2026.



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher- Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC