



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE
COMMISSION

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• Web-site : pscrmi.net

EA NO: RMI-146-26

OPENING DATE: 8/17/2026

CLOSING DATE: 8/31/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 7/27/2026

Position Title:	Receiving & Inspection 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: Receive and inspect all incoming medical supplies to ensure goods delivered match purchase/shipping documents, meets quality requirements, and are properly documented and handled over for storage and Microix entry.

KEY RESPONSIBILITIES:

1. Receive incoming goods and supplies.
2. Inspect items for quantity, quality, and condition.
3. Verify deliveries against purchase orders and invoices.
4. Report damage, missing, or incorrect items.
5. Prepare receiving and inspection records.
6. Coordinate with suppliers and relevant departments.
7. Ensure proper storage and handling of received goods.
8. Follow procurement and safety procedures.

MAIN DUTIES AND OUTCOMES:

- 1.1 Receive, unload, and inspect all incoming goods, supplies, equipment, and materials delivered to the organization.
- 1.2 Verify that deliveries match approved purchase orders, invoices, delivery notes, and other supporting documents.

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- 2.1 Inspect received items to confirm the correct quantity, quality, specifications, and condition before acceptance.
- 2.2 Identify, document, and report damaged, defective, missing, or incorrect items, and coordinate with Procurement or suppliers to resolve discrepancies.

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- 3.1 Prepare and maintain receiving reports, inspection reports, and other related documentation accurately and in a timely manner.
- 3.2 Label, record, and transfer accepted goods to the appropriate warehouse, store, or requesting department.
- 4.1 Maintain accurate receiving records and update inventory systems to ensure accountability and traceability of all received items.
- 4.2 Coordinate inbound delivery schedules with suppliers, Procurement, warehouse staff, and user departments to ensure timely receipt of goods.
- 5.1 Assist in inventory verification, stock counts, and reconciliation of inventory records as required
- 5.2 Ensure all receiving and inspection activities comply with procurement policies, inventory control procedures, and organizational standards.
- 6.1 Maintain a clean, safe, and organized receiving and inspection area while ensuring proper handling and storage of goods.
- 7.1 Prepare periodic reports on receiving, inspection activities, and delivery discrepancies for management review.
- 8.1 Assist with investigations of inventory discrepancies and recommend corrective actions where necessary.
- 8.2 Perform other duties within the scope of the position as assigned by the supervisor.

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 level 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 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).

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The Completed application must be received at the Public Service Commission by: 31st of August 2026.

Issued by the Public Service Commission on 17th August 2026.



Mr. Jendrikdrik Paul,
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC



Ms. Annaruth R. Samuel
Commissioner, PSC

