



**REPUBLIC OF THE MARSHALL ISLANDS**  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498

• Email : [pscrmi.mh@gmail.com](mailto:pscrmi.mh@gmail.com) • [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)

• Web-site : [pscrmi.net](http://pscrmi.net)

*EA NO: RMI-121-26*  
*OPENING DATE: 6/15/2026*  
*CLOSING DATE: 6/29/2026*

**EMPLOYMENT ANNOUNCEMENT**

**Ref to CM of 6/2/2026**

<b>Position Title:</b>	<b>Custodian</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade: 9/1</b>	<b>Salary: \$13,045.00 per annum</b>
<b>Ministry and Division:</b>	<b>Ministry of Finance, Baking &amp; Postal Services</b>	
<b>Location:</b>	<b>Majuro</b>	
<b>Reports to:</b>	<b>Human Resources Director</b>	

**JOB PURPOSE:** The Custodian is responsible for the overall cleanliness, safety, and condition of the Ministry of Finance building, ensuring a hygienic and secure environment for staff and visitors

**KEY RESPONSIBILITIES:**

1. Maintain cleanliness of office spaces a public area.
2. Perform routine waste disposal and sanitation tasks
3. Conduct minor repairs and report maintenance needs
4. Ensure safety and security of facilities after operating hours
5. Restock and manage cleaning supplies and disposals
6. Adhere to safety procedures when handling chemicals and equipment

**MAIN DUTIES AND OUT COMES:**

- 1.1 Sweep, mop, vacuum, and dust office and public areas
- 1.2 Wash and sanitize toilets, sinks, mirrors, and windows
- 2.1 Empty trash bins and dispose of hazardous materials appropriately
- 2.2 Restock soap, toilet paper, and other consumables
- 3.1 Identify minor repair needs and execute basic fixed
- 3.2 Report larger maintenance issues to HR Director
- 4.1 Secure doors, turn off ACs and lights after hours
- 4.2 Monitor premises for safety concerns
- 5.1 Track inventory of cleaning supplies
- 5.2 Request replenishment of stock as needed
- 6.1 use cleaning solutions and insecticides safely
- 6.2 Follow safety protocols to prevent accidents

**DERSIRABLE REQUIREMENTS:**

**Qualifications:**

- High School diploma or equivalent of 3 years of related work experience
- Physical stamina and ability to lift up to 25 pounds
- Knowledge of safety procedures

**Skills:**

- Good Customer Service and communication skills
- Knowledge of standard cleaning methods and procedures
- Ability to multitask with attention to detail
- Experience using cleaning equipment (Vacuum cleaners, floor buffers, etc.)

**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](http://pscrmi.net). For more information, please contact the email addresses: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

The Completed application must be received at the Public Service Commission by: **29<sup>th</sup> of June, 2026**

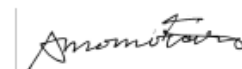
Issued by the Public Service Commission on this **15<sup>th</sup> of June, 2026.**



**Mr. Jendrikdrik Paul,  
Chairman, PSC**



**Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC**



**Mr. Almo Momotaro  
Commissioner, PSC**