



Republic of the Marshall Islands
Office of the Public Service Commission

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EA : RMI-016-26
OPENING DATE: 1/30/2026
CLOSING DATE: 2/12/2026

EMPLOYMENT ANNOUNCEMENT

Ref: CM of 1/27/26

Position Title:	Supply Specialist I	
Grade and Salary (P/L):	PL-9/1-9/5	Salary: \$13,045-\$17,025+20%ED
Ministry and Division:	Ministry of Finance, Banking & Postal Services	Procurement & Supply
Location:	Ebeye	
Reports to:	Assistant Secretary for Ebeye	

JOB PURPOSE: The Procurement & Supply Officer in overseeing the Ministry's daily procurement activities, managing supply inventory, compiling and analyzing procurement requests, handling purchase procedures, and maintaining records of all transactions.

KEY RESPONSIBILITIES:

1. Oversee all activities of the purchasing department
2. Assist in development of internal procedures and documentation
3. Enforcing the Procurement Act, Policies and Procedures
4. Ensure grant specific requirements and conditions are adhered to
5. Maintain good supplier relations and contracts

MAIN DUTIES AND OUTCOMES:

- 1.1 Act as a purchaser for the government (Ministries and Agencies) and supervise the procurement of goods, supplies and equipment
- 2.1 Manage inventories, maintain accurate purchase records, and register all government equipment and assets in the Fixed Asset Registry
- 3.1 Ensure purchase requisition and purchase are certified accordingly and all appropriate signatures acquired
- 4.1 Advise and assist ministries and agencies with purchasing documentations and requirements and ensure purchases are processed in a timely manner
- 5.1 Perform other duties as assigned by the immediate supervisor

DESIRABLE REQUIREMENTS:

Qualifications:

- Associate's degree in accounting, business management or similar field preferred. OR minimum of high school diploma or three (3) years of work experience

Skills:

- Strong communications skills (written and verbal)
- Valid driver's license
- Able to multitask or manage multiple projects simultaneously
- Flexible to work long hours as demanded
- Pays close attention to details
- Customer Service skills
- Basic computer skills

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 PSC email address at: pscrmi.recruit@gmail.com.

The Completed application must be received at the Public Service Commission by: **12th February, 2026**

Issued by the Public Service Commission on this **30th of January, 2026**



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC