



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 • pscrmi.recruit@gmail.com

• Web-site : pscrmi.net

EA NO: RMI-177-26

OPENING DATE: 9/28/2026

CLOSING DATE: 10/12/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 9/8/2026

Position Title:	Fiscal Officer	
Grade and Salary (P/L):	Grade:10/1-10/3	Salary: \$18,000.00-\$20,000.00
Ministry and Division:	Ministry of Public Work, Infrastructure & Utilities	Administration
Location:	Majuro	
Reports to:	Chief of Administration, HR	

JOB PURPOSE: To provide accurate and timely fiscal, budgetary, accounting, and financial support to the Ministry by maintaining financial records, monitoring expenditures and budgets, processing financial transactions, and supporting compliance with Government financial policies and procedures.

KEY RESPONSIBILITIES:

1. Financial Recordkeeping
2. Budget Monitoring
3. Transaction Processing
4. Financial Reporting
5. Compliance & Auditing
6. Department Coordination

MAIN DUTIES AND OUTCOMES:

- 1.1 Maintain organized records of obligations, expenditures, receipts, purchase orders, payment documents, and other financial transactions
- 1.2 Enter, update, and verify fiscal information to ensure records are complete, accurate, and properly supported
- 2.1 Track expenditures against approved budget allocations and maintain current balances by account or activity
- 2.2 Identify budget variances, funding shortfalls, or unusual spending trends and report them to the supervisor for appropriate action
- 3.1 Review invoices, payment requests, purchase requisitions, travel authorizations, and supporting documents for accuracy and completeness before processing

- 3.2 Coordinate with relevant offices and Ministry divisions to correct incomplete documentation and facilitate timely processing of approved transactions
- 4.1 Prepare regular expenditure, budget status, reconciliation, and other fiscal reports requested by management
- 4.2 Reconcile fiscal records with available Government financial reports and promptly investigate and correct discrepancies
- 5.1 Verify that expenditures are properly authorized, adequately documented, and charged to the correct budget or account
- 5.2 Maintain proper filing and documentation to support internal review, audit requirements, and accountability for public funds
- 6.1 Assist the Chief of Administration, HR, & Finance with budget preparation, financial planning, and fiscal information needed for management decisions
- 6.2 Respond to fiscal inquiries from Ministry divisions and coordinate financial matters with relevant Government offices as directed

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree in accounting, Finance, Business Administration, Public Administration, or a closely related field; OR
- Relevant experience in government finance, accounting, budgeting, bookkeeping, or accounting administration is desirable

Skills:

- Knowledge of basic accounting, budgeting, reconciliation, and financial recordkeeping.
- Strong numerical accuracy, attention to detail, and organizational skills.
- Ability to use spreadsheets, word-processing applications, and financial information systems.
- Ability to communicate effectively, maintain confidentiality, meet deadlines, and work cooperatively with staff and Government offices

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 **12th of October 2026**

Issued by the Public Service Commission on **28th of September 2026**.



Mr. Jendrikdrik Paul,
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC