



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-210-26

OPENING DATE: 10/22/2026

CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT

Ref to CM: 10/20/26

Position Title:	Dispensing & Distribution 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: Pick, pack, issues/dispense, and distribute medical supplies to wards, clinics, and service units accurately and on time, ensuring proper documentation for Microix updating and audit control.

KEY RESPONSIBILITIES:

1. Receive and verify authorized requisitions
2. Pick items accurately according to the requisitions
3. Deliver supplies to the correct ward/unit and obtain signatures /acknowledgement of receipt
4. Maintain delivery records
5. Process returns from medical wards/units and report discrepancies
6. Perform other duties withing the capacity, qualification and experience normally expected from person occupying positions as this classification

MAIN DUTIES AND OUTCOMES:

- 1.1 Verify that the requisition has the required approval and signatures.
- 1.2 Confirm that the requested items, quantities, specifications, and purpose are clearly stated.
- 2.1 Locate and retrieve items based on approved requisitions.
- 2.2 Apply FEFO and stock rotation practices when selecting stock, and report near-expiry or damaged items to the lead.
- 3.1 Supply wards, units, and department the requested items.
- 3.2 Prepare issue documents (issues voucher/picking list/delivery note) and ensure required details are complete.
- 3.3 Record completed deliveries and maintain proper documentation.
- 4.1 Record all deliveries accurately and promptly.
- 4.2 Obtain and maintain signatures or acknowledgements of receipts.

- 5.1 Receive returned supplies from medical wards and units.
- 5.2 Verify returned items against the original requisition or issue record.
- 6.1 Carry out duties consistent with the employee's qualifications, skills, experience, and level of responsibility.

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
- 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

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).

Issued by the Public Service Commission on this 22nd of October, 2026.



Mr. Jendrikdrik Paul,
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC



Ms. Annaruth R. Samuel
Commissioner, PSC