



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-044-26

OPENING DATE: 3/31/2026

CLOSING DATE: 4/14/2026

EMPLOYMENT ANNOUNCEMENT

Ref CM of 3/20/2026

Position Title:	Fiscal Officer	
Grade and Salary (P/L):	Grade: 10/1-10/3	Salary: \$18,000.00-\$20,000.00
Ministry and Division:	Office of the Chief Secretary	National Weather Service Office
Location:	Majuro/ Marshall Islands	
Reports to:	Meteorologist in Charge/Director	

JOB PURPOSE: The Fiscal Officer provides financial, accounting, budgeting, procurement, and inventory support to the National Weather Service Office. The position assists the Chief Administrative/Finance Officer in ensuring that public funds are properly planned, allocated, monitored, recorded, and reported in accordance with government laws, regulations, and financial policies. The role contributes to effective financial management, accountability, and operational efficiency of the Office

KEY RESPONSIBILITIES:

1. Budget Preparation and Monitoring
2. Expenditure Control
3. Financial Records Management
4. Financial Review and Reporting
5. Payment and Financial Documentation
6. Procurement and Inventory Support
7. Coordination and Representation

MAIN DUTIES AND OUTCOMES:

- 1.1 Assist in preparing annual, quarterly, and performance-based budget reports for management review
- 1.2 Monitor budget execution and provide regular updates on fund availability and utilization
- 2.1 Track authorized, committed, obligated, expended, and accrued funds for each budget line
- 2.2 Ensure expenditures conform to approved budgets and recommend adjustments when necessary
- 3.1 Maintain accurate and up-to-date accounting records for all Office accounts.
- 3.2 Inform activity heads of account balances and financial status to support decision-making

- 4.1 Review monthly transaction reports, payroll summaries, and financial status reports for accuracy
- 4.2 Assist in preparing quarterly financial performance and compliance reports
- 5.1 Ensure invoices, vouchers, reimbursements, travel authorizations, and related documents are properly prepared and filed
- 5.2 Ensure monthly and annual bills are processed and paid in a timely manner
- 6.1 Assist with procurement documentation and coordination when assigned
- 6.2 Maintain basic inventory records for office equipment and supplies
- 7.1 Liaise with the Ministry of Finance to facilitate timely processing of payments and financial transactions.
- 7.2 Attend meetings and represent the Office when required in the absence of the Chief Administrative/Finance Officer

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor’s Degree in Accounting, Business Administration, Finance, or a related field
- Minimum of four (4) years of relevant experience in accounting, budgeting, or financial administration

Skills:

- Demonstrates work, experience in Business Administration/Budgeting field
- High level of interpersonal skills and the ability to facilitate effective communication among all level of staff, patients and outside organizations
- Reliable with excellent timekeeping and attention to details
- 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).

The Completed application must be received at the Public Service Commission by: 14th April ,2026

Issued by the Public Service Commission on this *31st of March, 2026*



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC