



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA: RMI-195-26

OPENING DATE: 10/21/2026

CLOSING DATE: 11/4/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 10/13/2026

Position Title:	Budget Officer- Federal Fund	
Grade and Salary (P/L):	Grade:11/1-11/3	Salary: \$21,000-\$23,000 per annum
Ministry and Division:	Ministry of Finance	Budget Division
Location:	Majuro	
Reports to:	Budget Director	

JOB PURPOSE: Assist the Senior Budget Officer for Federal Fund in overseeing the handling daily transactions of all federal program funds for the Republic of the Marshall Islands Government.

KEY RESPONSIBILITIES:

1. Manage transaction log system and maintain documents and correspondence filing
2. Ensure compliance and enforcement of fiscal procedures and policies under the FMA
3. Support management of Federal NGA programs received
4. Monitor all federal program budgets and reports
5. Assist Senior Federal Budget Officer in accurate budget certification
6. Produce and compliance financial reports for Ministries, Agencies, and Grantors

MAIN DUTIES AND OUTCOMES:

- 1.1 Ensure all transactions (TA, PR, Contracts, services) are received and logged under Federal Fund program
- 1.2 Maintain filing of NGA, report, drawdown forms, reconciliations, fund transfers, and other relevant documents
- 2.1 Ensure transactions comply with procurement policies, procedures, and federal regulations
- 2.2 Ensure financial matters regarding federal procedures are carried out in a timely manner
- 3.1 Inform relevant Ministries and Agencies upon receipt of NGA (grant award)
- 3.2 Enter all NGA received into the MOF Financial Management System (FMS)
- 4.1 Maintain and update log system worksheets

- 4.2 Input all transactions into the log system and maintain hardcopy records
- 5.1 Verify sufficient funds are available for all transactions requests
- 5.2 Update budget log system regularly
- 6.1 Print and distribute budget reports to Ministries and Agencies on a monthly and quarterly basis
- 6.2 Complete and submit FFR forms (manual and computerized) to Grantors
- 6.3 Other duties assigned by the Supervisor

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduate from a University with a bachelor's degree in business, Accounting, Finance, Economics & Management or related field; or have at least 3-5 years' minimum budget related work experience is required. Or a combination of education and experience that is acceptable to the Public Service Commission
- Or additional qualifications such as Certified Manager or Certified Professional-Human Resources
- Valid driver's license

Skills:

- Proficiency in English and Microsoft Office applications
- Strong analytical, communication, and supervisory skills
- Ability to learn and apply new skills, work independently and meet deadlines
- Report writing and presentations skills

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: (psc.recruit@rmi.gov.mh).

The Completed application must be received at the Public Service Commission by **4th of November 2025**

Issued by the Public Service Commission on this **21 of October 2026**.



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC