



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA NO: RMI-192-26

OPENING DATE: 10/21/2026

CLOSING DATE: 11/4/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 10/13/2026

Position Title:	Monitoring & Compliance Officer	
Grade and Salary (P/L):	Grade: PL-11/1 – 11/3	Salary: \$21,000 - \$23,000
Ministry and Division:	Ministry of Finance	
Location:	Majuro	
Reports to:	Human Resources Manager	
Term of Service	Permanent	

JOB PURPOSE: Ensure compliance with general, federal, and compact grant requirements, support internal audit possesses, and maintain ethical and legal operations within the Ministry

KEY RESPONSIBILITIES:

1. Monitor federal and compact grant drawdowns and reporting requirements
2. Conduct pre-award risk assessments to determine grant eligibility and annual site visits
3. Assist with internal and external audits of the Ministry
4. Prepare reports to keep the Secretary informed of compliance activities
5. Collaborate with division head to address employee issues and improve workflow

MAIN DUTIES AND OUTCOMES:

- 1.1 Ensure grant drawdowns comply with agreements and fiscal procedures
- 1.2 Submit timely monthly reports on compliance activities
- 2.1 Conduct semiannual analysis of regulations and ethical standards
- 2.2 Ensure Ministry practices align with PSC codes of Conduct
- 3.1 Assist in preparing documentation for internal and external audits
- 3.2 Conduct daily internal audits of PRs, PAs, TAs, and related processes
- 4.1 Prepare monthly reports identifying issues and recommendations for improvement
- 4.2 Facilitate communication with division heads to enhance office workflow
- 5.1 Work closely with division heads to identify employee concerns
- 5.2 Recommend solutions to improve efficiency and compliance
- 5.3 Carry out other duties as assigned by the immediate supervisor

DESIRABLE REQUIREMENTS:

- Bachelor's degree in accounting, Business, or related discipline
- At least 5-7 years of professional experience, including 2 years in financial or operations management
- Ability to drive and have a valid driver's license

SKILLS:

- Experience in internal or external auditing
- Strong financial management skills, including fund and grants accounting
- Excellent written and verbal communication skills
- Ability to exercise sound judgement and uphold ethical standards

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

The Completed application must be received at the Public Service Commission by **4th of November 2026**

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



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC