



REPUBLIC OF THE MARSHALL ISLANDS  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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• Web-site : [pscrmi.net](http://pscrmi.net)

**EA NO:** RMI-172-26

**OPENING DATE:** 10/16/2026

**CLOSING DATE:** Until Filled

**EMPLOYMENT ANNOUNCEMENT**

CM: 8/20/2026

|                                |                                              |                                                        |
|--------------------------------|----------------------------------------------|--------------------------------------------------------|
| <b>Position Title:</b>         | <b>Administrative Assistant</b>              |                                                        |
| <b>Grade and Salary (P/L):</b> | <b>Grade:</b> 9/1-9/4                        | <b>Salary:</b> \$13,045.00-\$17,025.00 per annum+20%ED |
| <b>Ministry and Division:</b>  | <b>Ministry of Foreign Affairs and Trade</b> | <b>RMI Office-USAGKA</b>                               |
| <b>Location:</b>               | <b>Kwajalein Atoll</b>                       |                                                        |
| <b>Reports to:</b>             | <b>RMI Representative to USAGKA</b>          |                                                        |

**JOB PURPOSE:** The Administrative Assistant Will Support the RMI Representative, or a designated official, in managing and maintain the day to day operation of the Mission.

**KEY RESPONSIBILITIES:**

1. Office Management
2. Paper Work
3. Finances
4. Maintenance
5. Diplomatic Support
6. Problem Solving
7. Communication

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Oversee administrative systems and ensure compliance with established procedures
- 1.2 Coordinate day-to-day office operations and support services
- 2.1 Maintain effective documentation and internal controls to support accountability
- 2.2 Ensure effective handling and accessibility of office data and records
- 3.1 Support budget coordination and financial tracking processes
- 3.2 Facilitate procurement and supply chain coordination as required

- 4.1 Oversee the use and maintenance of office equipment and supplies
- 4.2 Ensure resources are managed efficiently and remain operational

- 5.1 Provide administrative support to the RMI Representative in official matters
- 5.2 Assist in coordination related to external and diplomatic engagements
- 6.1 Contribute to the development and alignment of administrative policies
- 6.2 Provide guidance on resolving operational and procedural challenges
- 7.1 Support the preparation and organization of administrative reports

## **DESIRABLE REQUIREMENTS:**

### **Qualifications:**

- Associate Degree in Business or related administrative field
- At least 2-3 years working in an administrative or similar office role

### **Skills:**

- Bilingual Communication
- Technical Literacy
- Organization & Accuracy
- Professionalism
- Interpersonal 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 addresses: (pscrmi.recruit@gmail.com).

Issued by the Public Service Commission on 16th of October 2026.



Mr. Jendrikdrik Paul  
Chairman, PSC



Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC



Mr. Almo Momotaro  
Commissioner, PSC