



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498
 • Email: pscrmi.recruit@gmail.com • Webpage: pscrmi.net

EA NO: RMI-029-25
OPENING DATE: 02/07/2025
CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 01/31/2025

Position Title:	Local Government Officer	
Grade and Salary (P/L):	Grade: PL-9/1 - 9/5	Salary: \$13,045.00 -\$17,025.00p.a. + 20% ED
Ministry and Division:	Ministry of Culture & Internal Affairs	
Location:	Ebeye	
Reports to:	Assistant Secretary	

JOB PURPOSE: Assisting in the development of policies and procedure and ensure they are put into practice, making sure that local services are delivered effectively.

KEY RESPONSIBILITIES:

1. Coordinate plans and activities
2. Provide report
3. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification

MAIN DUTIES AND OUTCOMES:

- 1.1 Coordinate Administration activities
- 1.2 Coordinate all MoCIA Meeting and Travel expenses
- 1.3 Coordinate and provide assistant to the MoCIA in their budget submission
- 1.4 Liaising with other departments, such Admin. Personnel & Finance
- 1.5 Developing and promoting a policy and performance framework, which contributes to the operational and strategic functioning of the department
- 1.6 Assisting in the planning and monitoring of policies and procedures
- 1.7 Working with members if the public, and other stakeholders, presenting information at meeting when required
- 1.8 Dealings with enquiries and giving advice
- 2.1 Assisting Ebeye MoCIA annual budget
- 2.2 Provide quarterly budget report of all Ebeye MoCIA projects

- 2.3 Monitor and provide quarterly budget report of each project activities
- 2.4 Coordinating and collecting data for external inspections, including evidence of compliance with legislation
- 3.1 Assisting in provide and conduct training
- 3.2 Coordinate communication strategies, including publications
- 3.3 Perform other related duties as assigned by Chief of Ebeye Office

DESIRABLE REQUIREMENTS:

- Graduation from recognized college with an AS degree in accounting and related area plus two years' experience in the field. OR any combination of education and experience which may be acceptable to the Public Service Commission.

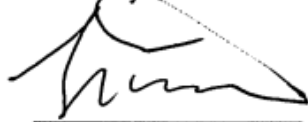
MAIN/CORE SKILLS/COMPETENCIES:

- Extensive knowledge of principles and practices of program guidelines and regulations;
- High level of interpersonal skills and the ability to facilitate effective communication among all level of staff and outside organizations;
- Caring and quality driven commitment to provide excellent services;
- Attention to detail;
- Reliable with excellent timekeeping
- Self-motivated with a willing and friendly approach

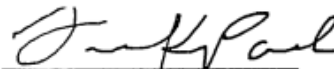
FILING INSTRUCTIONS:

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).

Issued by the Public Service Commission on this day: 7th of January 2025.



Mr. Michael Konelios
Chairman, PSC



Mr. Jendrikdrik Paul
Commissioner, PSC