



Republic of the Marshall Islands
Office of the Public Service Commission

PO Box 90 ~ Majuro, MH 96960 ~ Marshall Islands
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EA: RMI-205-18
OPENING DATE: 11/15/18
CLOSING DATE: Until filled

EMPLOYMENT ANNOUNCEMENT

Position Title:	Assistant International Funds Officer	
Grade and Salary (P/L):	Grade: PL-9/1 - 9/5	Salary: \$13,045 - \$17,025 p.a. + 20% ED
Ministry and Division:	Ministry of Finance, Banking & Postal Services	Budget Division
Location:	Ebeye	
Reports to:	Budget/OIDA, Secretary of Finance	

JOB PURPOSE: Assist liaising and coordinating IMF, WB, EU, ADB and other International Financial Institutions (IFI) Missions that have identified the Minister of Finance as the point of contact of RMI.

KEY RESPONSIBILITIES:

1. Assist Management of International Grants and funds received into RMI.
2. Assist in Correspond with development partner with past, active, or future donors.
3. Assist in ensuring updated stock take of all Overseas Development Assistance (ODAs) recorded in RMI books.
4. Assist in maintaining proper coordination with relevant ministries and embassies of RMI.
5. Assist in proper representation at various steering committee meeting and on behalf of as directed by Secretary or Assistant Secretary of Budget/OIDA.
6. Assist in ensuring proper recording keeping, filing and archiving is maintained.
7. Where applicable, conduct site visits to monitor progress of various grants as directed by the Secretary or Assistant Secretary of Budget/OIDA.
8. Active participation in legal, regulatory, economic frameworks relevant to the financial sector with various development partners.

9. Actively monitor committed performance indicators and outputs as agreed through grants, pre-granting conditions, etc in partnership with various development partners.
10. Actively engage in provisions of annual budget process in forecasting OIDA and unreported revenue.
11. Period domestic consultation in-country to update OIDs that are flushed directly to the implanting partners (line ministries, SOE, local governments, NGAs, etc.).
12. Produce, compile, and monitor financial and economic analysis as assigned by supervisors.
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14. Performed other related duties as assigned.

MAIN DUTIES AND OUTCOMES:

- 1.1 Assist Management of International Grants and funds received into RMI-including but not limited to:
 - a. Establishing accounts
 - b. Certifying grant PRs, TAs, Contracts, etc. ensuring conformity to grant conditions and national procedures
 - c. Reporting of grant financial activities to relevant development partner(s) and line ministries.
 - d. Monitoring and evaluation of financial health and activity against relevant work plans and grant proposals.
 - e. Actively communicated and coordinate with development partner on inquiries, processes, etc. of grant.

2.1 Periodic roundtable meeting with development partners to update and capture ODAs that are flushed directly to the implanting partners (line ministries, local governments, NGOs, etc.)

DESIRABLE REQUIREMENTS: Graduation from an accredit college with an Associate Degree in Computer Science plus three (3) years of work experience in the field. OR, any combination of education and experience, which may be acceptable to the Public Service Commission.

MAIN/CORE SKILLS/COMPETENCIES:

- Problem solving
- Team work
- Time Management
- Analytical

- Reconciliation
- Tax analysis
- Tax compliance
- Revenue recognition
- Computer

FILING INSTRUCTIONS:

Secure application forms from the Public Service Commission's Office in Majuro and the Office of Deputy Chief Secretary on Ebeye or may inquire further by contacting PSC email address: pscrmi@ntamar.net.

The Completed application must be received at the Public Service Commission before 5pm from Mondays – Fridays

Issued by the Public Service Commission on this *15th of November, 2018*


Chairman, PSC


Commissioner, PSC