



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-018-24

OPENING DATE: 2/14/24

CLOSING DATE: 2/29/24

EMPLOYMENT ANNOUCEMENT

Ref-1-26-24

Position Title:	Custom Inspector	
Grade and Salary (P/L):	Grade: PL 7/1 - 7/5	Salary: \$8,785.00 - \$11,440.00
Ministry and Division:	Ministry of Finance	Div. of Custom (DOC)
Location:	Majuro	
Reports to:	Chief of Custom & Revenue	

JOB PURPOSE: Responsible and reports to the Ass. Secretary and Chief of Custom & Revenue, for the compliance functions of the Division.

KEY RESPONSIBILITIES:

1. Responsible for coordinating custom clearance services.
2. Prepares custom duty schedule for custom inspectors.
3. Performs custom clearance services to international commercial airlines and shipping.
4. Assist in the assessment of the import taxes and in reviewing quarterly tax return for completeness and mathematical correctness.
5. Participates in the collection of delinquent tax account
6. Participates in field visits to select companies for routine auditing of unreported taxes.
7. Perform other related duties as assigned from time to time.

MAIN DUTIES AND OUTCOMES:

- 1.1 Take careful note of additional duties to ensure they are carried out correctly;
- 1.2 And to report back to the Asst. Secretary so aware and updated.
- 2.1 Ensure the schedule for custom inspectors are prepared;
- 2.1 And report is provided in time of need by the Asst. Secretary and the Chief of Custom & Revenue.
- 3.1 Ensure to check the forms or documents are filled out completely and accurately;
- 3.2 And that the forms or documents are signed and dated correctly.
incomplete.
- 4.1 Ensure the control serial number is correctly followed;
- 4.2 And that it is correctly and legibly logged on the log form.
- 5.1 Ensure that taxpayers are filing and paying income taxes in compliance with the law;
- 5.2 And that the forms or documents are signed and dated correctly.
- 6.1 Provide taxpayers assistance in the preparation of income tax forms and answering

- questions pertaining to the income tax laws;
- 6.2 Ensure all companies who are involved in unreported taxes are listed.
- 7.1 Do other related duties as assigned by the Supervisor and the Asst. Secretary of Ebeye

DESIRABLE REQUIREMENTS: Graduation from a recognized college with an Associate Degree in Business Administration, 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:

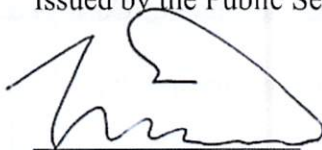
- Problem solving
- Team work
- Time Management
- Analytical
- Reconciliation
- Tax analysis
- Tax compliance
- Revenue recognition
- Computer

FILING INSTRUCTIONS:

Secure application forms from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website- pscrmi.net. For more information, please contact PSC email address: pscrmi.recruit@gmail.com

The Completed application must be received at the Public Service Commission by:
29th of February 2024

Issued by the Public Service Commission on this **14th of February 2024**



Mr. Michael Konelios
Chairman, PSC

Ms. Amenta Matthew
Commissioner, PSC



Mr. Edward O'Brien
Commissioner, PSC