



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:	Finance, Administration and Procurement Officer (FAP)	
Grade and Salary (P/L):	Grade: PL-Ungraded	Salary: \$21,985.00
Ministry and Division:	Ministry of Natural Resources and Commerce	
Location:	Majuro, RMI	
Reports to:	National Technical Manager	

JOB PURPOSE: The Finance, Administration and Procurement (FAP) Officer will be responsible for the establishment and operation of finance, administration and procurement systems for the SIFWaP NDUs. The Position will be located within the NDU in the Lead Government Agency. The officer will be supervised by the NTM and will be supported by the CPCU Finance and Administration Officer.

JOB DUTIES AND RESPONSIBILITIES:

1. Prepare and update procurement implementation plans, reports.
2. Conduct all procedures for the procurement of works, goods and consulting services required for the Project.
3. Preparing, review and modify the bidding documents.
4. Prepare correspondence and coordinate with IFAD regarding its approval of the proposed contract awards, following the CPSC recommendations.
5. Maintain a Contract Register for all the contracts signed under the Project.
6. Ensure that all the correspondence and documents related to the award of contracts are maintained.
7. Ensure that proper documents are maintained by implementing agencies carrying procurement functions.
8. Prepare monthly procurement progress reports and annual and semi-annual procurement plans under the IFAD procurement rules and guidelines

MAIN DUTIES AND OUTCOMES:

1. With support from the CPCU Finance, Administration and Procurement Specialist, work with the NTM and other Project staff to establish financial management procedures and systems for the Project at country level.
2. Prepare a financial procedures manual and submit this to the CPCU for review.
3. Provide training to Project staff in the operation of financial procedures and systems.
4. Assist with the preparation of the Project AWPB, and advise on the consolidation Component AWPBs into an overall country-level AWPB.
5. Under the NTM, prepare applications for the Ministry of Finance to disburse funds from the Designated Account to the Project Accounts.
6. Monitor whether the Ministry of Finance makes the required disbursements in a timely manner.
7. Liaise with the NTM to monitor the Project's monthly income and expenditure statements and check whether expenditure is in-line with AWPB approvals.
8. Establish and manage a paper-based system to record NDU and Component expenditures.
9. Manage the Project financial records and accounts, both paper and electronic and ensure that these are managed efficiently and transparently.
10. Manage the Designated Account and project accounts.
11. Ensure that appropriate preparations are completed prior to the annual audit and arrange for the annual audit.
12. Prepare monthly financial reports to the NTM and financial progress reports according to the specified reporting schedule.
13. Undertake financial management of the contracts entered into by the Project.
14. Maintain all personnel records and payment of salary of the NDU and IDU staff.
15. Maintain asset registers.

DESIRABLE REQUIREMENTS:

- Graduation from a recognized University or higher education in accounting, financial management, commerce, or other relevant areas.
- Five (5) years of work experience in managing project finances and procurement. OR, any combination of education and experience which may be acceptable to the Public Service Commission.
- Computer literate, including proficiency in the use of accounting software.
- Good interpersonal, management and organizational skills.


- Good English language communication skills, both written and oral.
- Able to work independently, with limited supervision, and as part of a team.
- Knowledge of IFAD, WB and Government procurement guidelines and policies would be an asset.
- Strong communication and reporting skills.

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