



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

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**EA NO: RMI-70-24**

**OPENING DATE: 4/16/24**

**CLOSING DATE: 5/2/24**

**Employment Announcement**

**REF CM 3-26-24**

<b>Position Title:</b>	Budget Officer	
<b>Grade:</b>	PL – 10/1 – 10/3	<b>Salary:</b> \$18,000.00 - \$20,000.00 p.a.
<b>Ministry/Division</b>	Council of Iroij	
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Budget Director	

**JOB PURPOSE:**

Assist the Clerk ensure all administrative clerical functions and financial work, assistance and support are to be provided to the Chairman, the vice-Chairman, members & the clerk of the Council of Iroij a daily basis.

**KEY RESPONSIBILITIES:**

1. Overall Secretarial works
2. Prepare Annual office Budget & Financial duties.
3. Provide administrative works.
4. Prepare staff and members times sheet
5. Answering correspondences from out of state and in state.
6. Assist to manage transaction log system & maintain documents, correspondences filing system
7. Assist in compliance & enforcement of the fiscal procedures policies
8. Assist in monitoring all budget and reports
9. Assist for accurate budget certification
10. Assist in produce, compile financial reports for the Clerk

**MAIN DUTIES AND OUTCOMES**

- 1.2 Prepared office Budget
- 2.2 Reconciling office Budget
- 3.2 Prepare and process TAs and PRs
- 4.2 Perform other duties assigned by the Chairman, Vice-Chairman, members and Clerk
- 1.1 Filing & maintain of fund transfer and other relevant reports
- 2.1 Ensure all transaction strictly compliance with procurement policies and
- 2.2 Ensure all financial matters are carry-out in a timely manner
- 4.1 Maintain & update a log system worksheet; and
- 4.2 Inputs all transactions received into the log system & maintain a hardcopy
- 5.1 Ensure that all transaction request must have sufficient amount available; and
- 5.2 Update a budget log system
- 6.1 Assist in printing budget reports to the Clerk & Asst. Clerk a monthly & quarterly

**DESIRABLE REQUIREMENTS:**

Qualification: Graduate from a recognized college or a university with an associate degree in Finance & Accounting

Skills & Experience: At least 2 years experiences in Finance & Accounting, or combination of education and experience that is acceptable to the Public Service Commission.

**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](http://pscrmi.net). For more information, please contact PSC email address: [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)

The Completed application must be received at the Public Service Commission by:  
***2<sup>nd</sup> of May, 2024.***

Issued by the Public Service Commission on this ***16<sup>th</sup> of April 2024.***



Mr. Michael Konelios  
Chairman, PSC



Ms. Armenta Matthew  
Commissioner, PSC