

Republic of the Marshall Islands
Office of the Public Service Commission

PO Box 90 ~ Majuro, MH 96960 ~ Marshall Islands
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EA NO: RMI-202-18
OPENING DATE: 11/09/18
CLOSING DATE: 11/23/18

EMPLOYMENT ANNOUNCEMENT

Position Title:	Senior Procurement Officer	
Grade and Salary (P/L):	Grade: PL-11/1 - 11/3	Salary: \$21,000.00 - \$23,000.00
Ministry and Division:	Ministry of Finance, Banking & Postal Services	Division of Procurement
Location:	Majuro, RMI	
Reports to:	Report to Chief of Procurement	

JOB PURPOSE: Responsible and reports to the Chief of Procurement & Supply, for the compliance functions of the Division.

KEY RESPONSIBILITIES:

1. Assists in identifying, negotiating and implementing contract & framework agreements which result in efficiencies in line with financial and forecasting requirements;
2. Assisting the Senior Procurement Officer in maintaining accurate records of all procurement process which result in high process compliance;
3. Assists/carry out efficient and collaborative procurement which are corporately compliant (advice, tendering, evaluation award & contract management) and which result in a high value adding commercial outcome;
4. Preparing timely and accurate management information covering aspects of stakeholder engagement in the procurement process lifecycle which result in effective performance management and delivery of required outcomes;
5. Actively engage in continuous professional development;
6. Oversee the overall function of the warehouse and warehouse staff;
7. Perform other duties as assigned by Chief of Procurement.

MAIN DUTIES AND OUTCOMES:

1. To be aware of the Ministry's aims, organizational values and behaviors and their impact on this post;
2. To participate in the Ministry's performance management processes;
3. To carry out the duties of the post in accordance with the Ministry's diversity policy;
4. To carry out all duties and responsibilities with reasonable care for the health and safety of you and any other persons who may be effected by your acts or omissions at work and to co-operate fully with the Ministry's in health and safety matters.
5. Do other duties as assigned by Chief of Procurement.

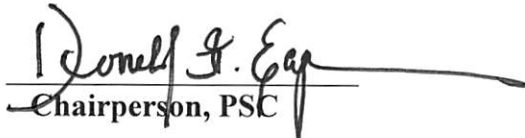
DESIRABLE REQUIREMENTS: Graduation from a University or College with a Bachelor Degree in related field or (2) years in level ten or equivalent experience in related field. OR, any combination of education and experience which may be acceptable to the Public Service Commission.

FILING INSTRUCTIONS:

Secure application forms from the Public Service Commission's Office in Majuro or Ebeye or may inquire further by contacting PSC email addresses: pscrmi@ntamar.net

The Completed application must be received at the Public Service Commission by **23rd day of November, 2018 by 5pm**

Issued by the Public Service Commission on this **09th day of November, 2018**


Chairperson, PSC


Commissioner, PSC