

Republic of the Marshall Islands
Office of the Public Service Commission

PO Box 90 ~ Majuro, MH 96960 ~ Marshall Islands
Phone: 692.625.8298 ~ 692.625.8498 ~ Fax: 692.625.3382 ~ Email: pscrmi@ntamar.net

EA NO: RMI-200-18
OPENING DATE: 11/09/18
CLOSING DATE: 11/23/18

EMPLOYMENT ANNOUNCEMENT

Position Title:	Supply Specialist I (2 posts)	
Grade and Salary (P/L):	Grade: PL-9/1 - 9/5	Salary: \$13,045 - \$17,025
Ministry and Division:	Ministry of Finance, Banking & Postal Services	Division of Procurement & Supply
Location:	Majuro, RMI	
Reports to:	Senior Procurement Officer	

JOB PURPOSE: Perform supplies work in a specialized branch of supply as stock control.

KEY RESPONSIBILITIES:

1. Depot operations and procurement or repair parts.
2. Supervises the work of a group of Supply Technicians working in specialized operations.
3. Makes work assignments and reviews complete work of subordinate staff
4. Manage a supply program involved with the procurement of surplus equipment and supplies from overseas.
5. Maintain record and monitors status of all requisition; prepares regular reports of activities.
6. Answers written inquiries from various government activities regarding requisitions and status of order, government procurement policies, regulations and procedures.
7. Perform other related duties as assigned from time to time.

MAIN DUTIES AND OUTCOMES:

1. Coordinating outfield receiving for exceptional matters as approved by Senior Procurement & Chief of Procurement and Supply.
2. Ensure receipt of purchase goods done on timely basis with accuracy.
3. Maintain record and monitor status of all requisitions; prepares report on day-to-day operations.
4. Ensure all requisitions are in compliance with the RMI Procurement Code.

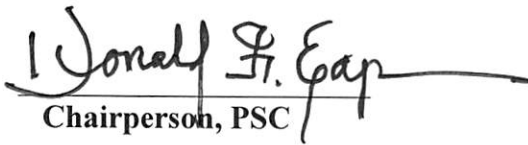
DESIRABLE REQUIREMENTS: Associate Degree in related field or graduation from high school, plus at least three (3) years of work experience in the field. OR, any combination of education and experience, which may be acceptable to the Public Service Commission.

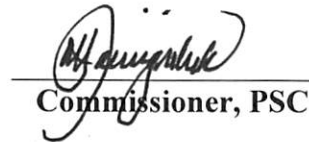
FILING INSTRUCTIONS:

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