



Republic of the Marshall Islands

Office of the Public Service Commission

P.O. Box 90-Majuro, MH 96960

Phone: 692-625-8298/8498 Fax: 692-625-3382 Email: pscrim@ntamar.net

EA NO. RMI- 187-18
OPENING DATE: 10/5/18
CLOSING DATE: Until filled

EMPLOYMENT ANNOUNCEMENT

Position Title:	<i>Chief of Administration, Budget and Finance</i>	
Grade and Salary (P/L):	<i>Grade: PL-12/1-12/3</i>	<i>Salary: \$24,000.00 - \$27,000.00</i>
Ministry and Division:	<i>Ministry of Foreign Affairs and Trade</i>	
Location:	<i>Majuro</i>	
Reports to:	<i>Assistant Secretary of Management Bureau</i>	

JOB PURPOSE:

Resolving complex administration problems, record keeping and control of Ministry and overseas budgets, and to ensure proper formulation of Ministry accounts and funds and proper implementation of Foreign Policy management goals and objectives.

KEY RESPONSIBILITIES:

1. Ensures proper documentations such as procurement of supplies and materials and travel authorizations are prepared on a timely manner, and works under the general supervision of the Assistant Secretary of the Bureau of Management.
2. Accountable to the Secretary through the Assistant Secretary of the Bureau of Management on matters relating to budgetary management, personnel management, procurement and maintenance of Ministry's resources.

MAIN DUTIES AND OUTCOMES:

- 1.1 Ensures office equipment and Ministry vehicles are in operable conditions at all times
- 1.2 Supervises the management of time-keeping and recording of Ministry personnel, and ensures paychecks are issued accordingly.
- 1.3 Responsible for the timely purchase of needed materials, equipment and supplies for efficient Ministry operation and function.
- 1.4 Assists in the review of and takes appropriate action to report on the fees collected by the Labor Unit to the Ministry of Finance.
- 1.5 Provides administrative support, guidance and financial policy advice to the Assistant Secretary of the Bureau of Management.

- 2.1 Actively participates in the on-going development of the RMI foreign policy.
- 2.2 Recommends policies regarding the allocation of Ministry resources amongst Bureaus and overseas Missions.
- 2.3 Assists the Assistant Secretary of Management regarding the formulation of Ministry policies and the implementation of Cabinet policies and directives.
- 2.4 Drafts Cabinet Papers for the implementation of Ministry programs.
- 2.5 In cooperation with other Ministry Bureaus and foreign Missions, coordinates and plays a leading role in the development and preparation of the Ministry annual and supplemental budget.
- 2.6 Provides administrative and logistical support to overseas Missions, and seeks necessary and appropriate assistance as may be needed, including the provisioning of advice towards the resolution of such circumstances that may arise.
- 2.7 Maintains and strengthens cordial relations with RMI bilateral partners, and promotes further relations with friendly countries.
- 2.8 Reviews and updates the financial guidelines of the Ministry and provides advice to the Assistant Secretary of Management on efficient ways to manage the Ministry budget expenditures.
- 2.9 Reviews financial reports submitted by the overseas Missions for proper accounting or fund management, and resolves any questionable costs.

QUALIFICATIONS:

1. Graduated from a recognized College or University with Bachelor Degree in Business Accounting, or;
2. Any equivalent combination of experience and training that provides the required knowledge, abilities, and skills for the job.
3. Diplomatic and management training required.


Necessary and Special Requirements:

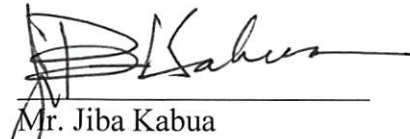
- Well-groomed and appear in a presentable manner.
- Be physically and mentally healthy.
- Be able to demonstrate leadership and management skills.
- Be able to work efficiently, accurately and with minimum supervision.
- Computer literate especially in the use of Microsoft Word and Excel.
- Be familiar with the Compact of Free Association, As Amended, and other treaties and agreements that may affect its relationship with the U.S.
- Be familiar with the goals, objectives and greater aims of the National Foreign Policy.
- Be familiar with World history, cultures and political systems and structures, particularly those of the U.S.
- Be familiar with the Vienna Convention on Diplomatic Relations and the Vienna Convention on Consular Relations.
- Able to speak, read and write fluently in both Marshallese and English.
- Ability to speak another language may be helpful.
- Possess strong oral, written, communication and interpersonal skills

FILING INSTRUCTIONS:

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

Issued by the Office of the Public Service Commission on the *9th of October, 2018.*


Mr. Donald F. Capelle
Chairman, PSC


Mr. Jiba Kabua
Commissioner, PSC