



**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 ~ [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)

**EA NO: RMI-025-24**  
**OPENING DATE: 02/20/2024**  
**CLOSING DATE: 03/05/2024**

**EMPLOYMENT ANNOUNCEMENT**

Ref to CM of 02/13/2024

<b>Position Title:</b>	<b>Custodian</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade: 6/1-6/5</b>	<b>Salary: \$7,735-\$10,0250.00 p.a</b>
<b>Ministry and Division:</b>	<b>Ministry of Finance, Baking &amp; Postal Services</b>	
<b>Location:</b>	<b>Majuro</b>	
<b>Reports to:</b>	<b>Director of HR</b>	

**JOB PURPOSE:** The Custodian is responsible for the overall condition and cleanliness, and maintenance activities of the Ministry of Finance building.

**ORGANIZATIONAL AND WORKING RELATIONSHIPS**

The custodian reports directly to the Human Resources Director with oversight from the Secretary of Finance.

**KEY RESPONSIBILITIES:**

1. Prepare and clean office space and public areas of the MOF premise
2. Empty out trash bins and dust and wipe down furniture and surfaces
3. Sweep and mop floors and vacuum carpets
4. Wash and sanitize toilets and sinks
5. Restock all the disposables such as soap and toilet paper.
6. Clean mirrors and windows.
7. Utilize insecticides to prevent infestation by pests.
8. Identify and execute minor repairs
9. Report on maintenance and cleaning activities and needs.
10. Take care of disposables and hazardous materials.
11. Secure facilities after operating hours by securing doors, turning off all ACs and lights.

**DESIRABLE REQUIREMENTS:**

**Qualifications:** High School diploma or equivalent of 3 years of related work experience.

**FILINF INSTRUCTIONS:**

Secure application form 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 the email addresses: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

The Completed application must be received at the Public Service Commission by: **5<sup>th</sup> March, 24**

Issued by the Public Service Commission on this **20<sup>th</sup> February, 2024**

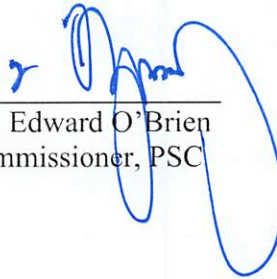
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Mr. Michael Konelios  
Chairman, PSC



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Ms. Amenta Matthew  
Commissioner, PSC



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Mr. Edward O'Brien  
Commissioner, PSC