



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498

• Email: pscrmi.recruit@gmail.com • Webpage: pscrmi.net

EA: RMI-010-24

OPENING DATE: 02/9/2024

CLOSING DATE: 02/23/2024

EMPLOYMENT ANNOUNCEMENT

01/19/2024

Position Title:	Special Worker	
Grade and Salary (P/L):	PL: 5/1-5/5	Salary: \$6,795.00-\$8,785.00 per annum
Ministry and Division:	Ministry of Culture & Internal Affairs	
Location:	Majuro	
Reports to:	Chief of Administrative, Personnel & Finance	

JOB PURPOSE: Responsible for overall cleaning at the Ministry and keep the Ministry clean at all time.

KEY RESPONSIBILITIES:

1. Operate industrial cleaning equipment such as vacuum cleaners, scrubbing machines and floor polishers, replace fluorescent, light bulbs;
2. Clean flat roofs, windows, transforms electric fixture and other replace which are not easily accessible;
3. Gather and empty trash;
4. Sweeps and scrubs floors, hallways and stairs;
5. Wipes, dust, waxes and polishes furniture, woodwork and fixture;
6. Arranges chairs, tables and other light furniture and equipment for schedules activities;
7. Service, clean and supply restrooms;
8. Remove dirt, leaves, and trash from sidewalks, driveway, and parking area;
9. Perform other related duties as assigned.

MAIN DUTIES AND OUTCOMES:

- 1.1 Ensure all cleaning supplies are stored are used;

- 2.1 Do the inventory and report of any missing supplies;
- 3.1 Ensure all trashes are empty after working hours.
- 6.1 Ensure all tables, chairs are stored in a store room after used;
- 7.1 Ensure all restroom supplies such as toilet tissue, air freshener, and soap are distributed accordingly in time of need;
- 8.1 Do other related duties as assign by the Supervisor of Secretary of C& IA

DESIRABLE REQUIREMENTS:

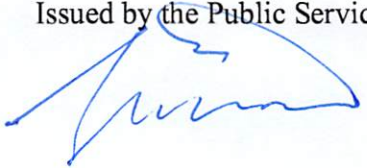
- Minimum of High School Diploma with 2 years of works experience in custodian duties. OR any combination of experience, which may be acceptable to the Public Service Commission.

FILING 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. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

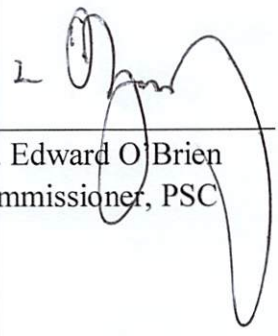
The Completed application must be received at the Public Service Commission by:23rd of February, 2024.

Issued by the Public Service Commission on this :9th of February, 2024.



Mr. Michael Konelios
Chairman, PSC

Ms. Amenta Matthew
Commissioner, PSC



Mr. Edward O'Brien
Commissioner, PSC