



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO RMI- 012-24

OPENING DATE: 2/7/24

CLOSING DATE: 2/22/24

EMPLOYMENT ANNOUNCEMENT

REF: CM 1-12-2024

Position Title:	Chief of Procurement Supply	
Grade and Salary (P/L):	Grade: PL-13/1 - 13/3	Salary: \$27,000 - \$30,000 p.a.
Ministry and Division:	Ministry of Finance	
Location:	Majuro	
Reports to:	Asst. Secretary for Budget, Procurement and Supply	

JOB PURPOSE: The Chief of Procurement and supply is the central procurement officer of the GRMI, has responsibility and management of the Procurement and Supply Division, tis operation and administration.

ORGANIZATIONAL AND WORKING RELATIONSHIPS

The incumbent reports directly to the Assistant Secretary of Budget, procurement and supply, with supervisory responsibility and management over the procurement and supply staff.

KEY RESPONSIBILITIES:

1. Adopt operational procedures governing the internal functions of the procurement and supply office.
2. Ensure activities and operation of the division are in accordance with the RMI Procurement Act, the RMI Financial Management Act, and other related policies and regulations.
3. Provide guidance and interpretations on policies, rules and regulations for the GRMI officials and employees
4. Supervise the procurement of all supplies, services, and construction needed by the government
5. Ensure accurate records of real, fixed and capital properties or assets
6. Provide general supervision and control over all inventories and supplies belonging to the Government.
7. Establish and maintain programs for the inspection and acceptance of supplies, services, and construction
8. Manage and assist in budget preparation and execution for the division
9. Provide clear direction and motivation to employees and strategic vision, operational planning and execution for the division.
10. Supervise and assist in training staff on principles and procedures on procurement, shipping and receiving, and warehouse as well as record keeping, preparation of purchase requisitions and relevant supply reports and documents.

11. Provide advice and recommendations to immediate supervisor and MOF management regarding issues or progress on procurement and supply.
12. Prepare financial and activity reports for the division
13. Perform other duties as assigned by the immediate supervisor

MAIN DUTIES AND OUTCOMES:

1. Inform the Secretary of Finance on all matters relating to public procurement, regardless of source of funds;
2. Develop government-wide policies and procedures on procurement to standardized procurement operations under endorsement by the Secretary of Finance;
3. Review donor regulations and advise Secretary of Finance of potential conflicts between donor-specific regulations and procedures with the Procurement Code and other law;
4. Receive, review and refer complaints to solicitation and contract award decisions in accordance with Section 130 of the Procurement Code and regulations;
5. Collect information concerning this type, cost, quality and quantity of commonly used supplies, services, or construction being procured or used by procuring entities;
6. Keeps the Secretary of Finance regularly informed of the progress and future plans;
7. To provide the Secretary of Finance timely reports to support the progress including future plans;
8. Provide appropriate and timely advice requested by the Assistant Secretary of Budget & Procurement, or as when needed;
9. To provide the Assistant Secretary of Budget & Procurement with the Public Procurement Act and strategies to implement;
10. To constantly monitor and enforcement activities by the staff;
11. To ensure all staff are provided with proper training and equipment to carry out their duties;
12. Properly administer the Public Financial Management Act and the Procurement Code;
13. Take careful note of additional duties to ensure they are carried out correctly;
14. Provide monthly or quarterly reports to the Secretary of Finance regarding Asset Management as required;
15. Supervise the procurement of all Goods, Works and Services needed across the Government;
16. Exercise general supervision and control over all inventories of supplies belonging to the Government;
17. Establish and maintain programs for inspection, testing and acceptance of Goods and Works.
18. Maintain a record listing all contracts made under Section 126 of the Procurement Code for a minimum of five (5) years
19. Establish a method of recordkeeping and reporting for procurement-related complaints, their status and deposition.
20. Submit a report semi-annually to the Minister of Finance, through the Secretary of Finance;

21. Actively provide reports to the Secretary of Finance as a member of the GRMI Bid Committee;
 - a. Chief of Procurement is a non-voting member of the Bid Committee and Secretariat;
22. Perform other duties as assigned by Assistant Secretary of Budget & Procurement and other duties established by the Public Financial Management Act, Procurement Code and Regulations

DESIRABLE REQUIREMENTS:

- Graduate from a recognized university or college with a Bachelor’s degree in supply chain management, finance, procurement, economics, business or public administration or related field
- At least 5- 7 years of overall professional experience, preferably 2 years of business and operations management experience
- Attention to detail and ability to analyze large amounts of data
- High level of efficiency and accuracy
- Excellent leadership and management skills
- Analytical, mathematical, and problem-solving skills
- Excellent written and verbal communication skills

PREFERRED QUALIFICATIONS, SKILL AND ABILITIES

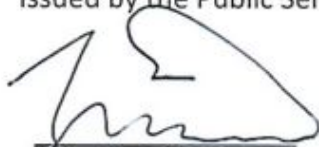
- Master’s degree in related field
- Highly effective personnel and financial management skills
- Advanced knowledge of procurement or supply chain management best practices and standards
- In-depth knowledge of all applicable RMI procurement laws and regulations
- Must demonstrate hand-on approach and success in working in a team based environment

FILING INSTRUCTIONS

Secure application forms 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 PSC email address at: pscrmi.recruit@gmail.com

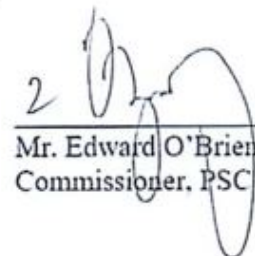
The Completed application must be received at the Public Service Commission by: **22th of February**

Issued by the Public Service Commission on this day: **7th of February**



Mr. Michael Konelios
Chairman, PSC

Ms. Amenta Matthew
Commissioner, PSC



Mr. Edward O'Brien
Commissioner, PSC