



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.recruit@gmail.com
 Webpage: pscrmi.net

EA NO: RMI-026-24
OPENING DATE: 02/20/2024
CLOSING DATE: 03/04/2024

EMPLOYMENT ANNOUNCEMENT

01/26/2024

Position Title:	Laboratory Administrative Assistant	
Grade and Salary (P/L):	Grade: PL 9/1-9/5	Salary: \$13,045.00-\$17,025.00 p. a
Ministry and Division:	Ministry of Health and Human Services	Bureau of Majuro Health Care Services
Location:	Majuro	
Reports to:	Majuro Hospital Laboratory Manager	

JOB PURPOSE: to provide administrative and clerical services for Majuro Hospital Laboratory Department.

KEY RESPONSIBILITIES:

1. Assist in administrative and secretarial services.
2. Assist with preparation and coordination of activities
3. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification.

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide administrative and secretarial services and support to the Laboratory Department
- 1.2 Maintain files and records pertaining to activities of Division
- 1.3 Assist with procuring or contracting services, equipment, and supplies relevant to the services of the Laboratory Department
- 2.1 Assist with preparation and coordination of activities outlined under the Laboratory Department initiatives.
- 2.2 Interface with Agencies, Ministries, and other stakeholder and vendors of interest to the Laboratory Department activities.
- 3.1 Assist and maintain the inventory of equipment and supplies for Laboratory Department

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduate from a recognized & accredited College with an AS degree and four (4) years of experience;

Skills:


- Professional demeanor and attitude
- Trustworthy, able to respect confidentiality
- Familiar with office organization techniques
- Capable of multitasking; strong time management
- Well-organized, detail-oriented
- Strong writing ability
- Excellent verbal communication
- Proficient with computers, especially in MS Office (word, excel, PowerPoint)

FILINF INSTRUCTIONS:


Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeve 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: *4th March ,2024*


Issued by the Public Service Commission on this *20th February, 2024*.



Mr. Michael Konelios
Chairman, PSC



Ms. Amenta Matthew
Commissioner, PSC



Mr. Edward O'Brien
Commissioner, PSC