



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-142-24

OPENING DATE: 09/13/2024

CLOSING DATE: 09/27/2024

EMPLOYMENT ANNOUNCEMENT

CM of 08/28/2024

Position Title:	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	Office of Health Planning, Policy, Preparedness, Personnel & Epidemiology
Location:	Majuro	
Reports to:	Director of Health Informatics Department	

JOB PURPOSE: To provide administrative and clerical services for OHPPPPE and Laboratory Capacity.

KEY RESPONSIBILITIES:

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

MAIN DUTIES AND OUTCOMES:

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

DESIRABLE REQUIREMENTS:

Qualifications:

- Minimum of AS degree in Accounting or 3 years of experience in the Accounting field.
- Combination of education and experience that may be acceptable to the Public Service Commission.

Skills:

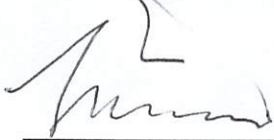
- Professional demeanor and attitude
- Trustworthy, able to respect confidentiality
- Familiarity with office organization techniques
- Capable of multitasking; strong time management
- Well-organized, detail-oriented
- Strong Writing ability
- Expellant verbal communication
- Proficient with computers, especially in MS Office

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:
27nd September, 2024

Issued by the Public Service Commission on this *13th September, 2024*.



Mr. Michael Konelios
Chairman, PSC

Ms. Amenta Matthew
Commissioner, PSC



Mr. Jendrikdrik Paul
Commissioner, PSC