



Ministry of Finance Banking & Postal Services

Government of the Republic of the Marshall Islands

JOB DESCRIPTION

Position Title:	Compliance Officer	
Status of Post	One Year (with possibility of extension)	
Grade:	PL – Ungraded	Salary: \$21,000
Ministry/Agency	Ministry of Finance, Banking, & Postal Services (MOFBPS)	Division: Internal Audit and Compliance Division
Location:	Majuro	
Reports to:	Chief Internal Auditor	

JOB PURPOSE:

The Compliance & Risk Officer is responsible for ensuring effective compliance with the Fiscal Procedures Agreement (FPA), Trust Fund Agreement (TFA), national laws, regulations, and Ministry of Finance administrative and financial procedures. The position strengthens internal control systems, safeguards public resources, supports risk management functions, and promotes transparency and accountability in the administration of Compact and Trust Fund resources.

MAIN RESPONSIBILITIES:

Compliance Oversight

1. Monitor and ensure adherence to the FPA, TFA, and Ministry of Finance rules, policies, and directives.
2. Review and verify documentation for fund disbursements to ensure compliance and procedural accuracy.

Internal Controls & Risk Management

3. Develop and maintain compliance checklists, risk registers, and audit tracking systems.
4. Conduct periodic risk assessments and recommend control measures and corrective actions.
5. Monitor implementation of approved risk mitigation actions and audit recommendations.

Audit Coordination

6. Serve as liaison to internal and external auditors, ensuring timely provision of requested documents.
7. Assist ministries and implementing agencies in preparing for audit reviews and strengthening audit compliance.

Reporting

8. Prepare compliance assessment reports, risk management reports, and audit follow-up reports for management review.
9. Maintain accurate records and documentation for all compliance activities.

Capacity Support

10. Provide guidance and technical support to ministries and implementing agencies on compliance standards and reporting requirements.



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11. Contribute to training and awareness activities to strengthen internal control and compliance capacity across government entities.

Other Duties

12. Perform other related duties as assigned by the Director or Secretary.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Finance, Accounting, Public Administration, Economics, or a related field
- Minimum of five (5) years of progressively responsible experience in compliance, auditing, internal controls, financial management, or related fields.
- Demonstrated knowledge of government financial regulations, internal control systems, and donor-funded program requirements.
- Strong analytical and problem-solving skills, with proven ability to assess compliance risks and recommend appropriate actions.
- Excellent communication and report-writing skills.
- High standards of integrity, professionalism, and discretion in handling sensitive information.
- Ability to manage multiple priorities, meet deadlines, and work independently or as part of a team.





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