



# *Ministry of Finance Banking & Postal Services*

Government of the Republic of the Marshall Islands

## **JOB DESCRIPTION**

<b>Position Title:</b>	Administrative & Logistics Officer (M&E Unit)	
<b>Status of Post</b>	One Year (with possibility of extension)	
<b>Grade:</b>	PL – Ungraded	<b>Salary:</b> \$18,000
<b>Ministry/Agency</b>	Ministry of Finance	<b>Division:</b> Monitoring & Evaluation (M&E)
<b>Location:</b>	Majuro	
<b>Reports to:</b>	M&E Director	

## **POSITION SUMMARY**

The Administrative & Logistics Officer provides essential administrative support to the M&E Director ensuring efficient operation of the office through a variety of tasks related to the Ministry, and responsible for confidential and time sensitive materials and communications.

## **ORGANIZATIONAL AND WORKING RELATIONSHIPS**

The Administrative & Logistics Officer reports directly to the M&E Director.

## **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

1. Provide effective communications via phone and email on behalf of the M&E Director
2. Organize and schedule meetings and appointments, travel arrangements, or venues
3. Maintain efficient and logical digital and hard copy files
4. Prepare, draft and process purchase orders and purchase requisitions, travel authorizations, and other documents or requests for the M&E Director
5. Assist with expenditure reports on a regular basis

## **REQUIRED QUALIFICATIONS, SKILLS AND ABILITIES**

- Associate's degree with 1 year of experience working in a professional setting or High School Diploma with completion of at least eighteen (18) months of apprenticeship training program with equivalent experience
- Knowledge in office management system and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving
- Excellent written and verbal communication skills
- Strong organizational and planning skills

- Basic computer skills

#### **PREFERRED QUALIFICATIONS, SKILLS AND ABILITIES**

- Proficient in Microsoft Office (Excel, Outlook, Word, PowerPoint), and virtual applications (Teams, Zoom), storage and sharing modalities (drop box)
- Reporting skills
- Discretion and judgement

#### **WORKING CONDITIONS**

Normal office setting with extended periods of sitting and extensive work at a computer monitor. May have occasional overtime.