



# Ministry of Finance Banking & Postal Services

Government of the Republic of the Marshall Islands

## JOB DESCRIPTION

<b>Position Title:</b>	Procurement Officer (Extraordinary Needs Distribution)	
<b>Grade and Salary (P/L):</b>	PL – Ungraded	<b>Salary:</b> \$21,000
<b>Ministry and Division:</b>	Ministry of Finance, Banking & Postal Services	<b>Division:</b> Procurement & Supply
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Senior Procurement Officer	

### **JOB PURPOSE:**

The Procurement Officer for the Extraordinary Needs Distribution (END) is primarily responsible for providing complex supply support to the Government line ministries, END communities, and agencies. The incumbent reports directly to the Senior Procurement Officer and receives management oversight from the Chief of Procurement and Supply.

### **KEY RESPONSIBILITIES:**

1. Oversees Purchase Requisitions (PRs) under Extraordinary Needs Distribution (END) via the Bisan system and ensure all procurement request comply with RMI Procurement Code and GRMI rules and regulations.
2. Assist other ministries with the use of Bisan and reviewing of Purchase Requisitions.
3. Provide update of status for all END requests.
4. Verifies that Purchase Orders match invoices before releasing of items to the requesting Ministry and are procured in accordance with their needs.
5. Assist in analyzing invoices to verify that goods and services billed match what was ordered and delivered, as needed.
6. Handles asset tagging, record-keeping of tagged asset and item counting for shipments to designated islands under END.
7. Responsible of keeping track of bids submission dateline, scheduling of bid opening and collecting records of bid documents
8. Providing report for END requests.
9. Perform other duties as assigned by the Senior Procurement Officer and Chief of Procurement.



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## **DESIRABLE REQUIREMENTS:**

### **Qualifications:**

- Associate's degree in a related field or high school diploma/GED with three (3) years of experience
- A minimum of three (3) years of experience in this field

### **Skills:**

- Intermediate knowledge in Government structure, policies, and procedures
- Intermediate knowledge of relevant laws, regulations, procedures and policies
- High level of interpersonal and organizational skills
- Excellent ability to facilitate effective oral and written communication.
- Intermediate knowledge of the use of standard office equipment and computer applications.
- Ability to work well under pressure.
- Demonstrates ability to function both independently and in collaboration with other professionals.
- Detailed oriented professional.
- Excellent customer service skills.
- Ability to drive with a valid driver's license.



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