



# Ministry of Finance Banking & Postal Services

Government of the Republic of the Marshall Islands

## JOB DESCRIPTION

<b>Position Title:</b>	Asset Management Specialist	
<b>Status of Post</b>	Short Term Contract (Two Years)	
<b>Grade:</b>	PL – Ungraded	<b>Salary:</b> \$24,000 Per Annum
<b>Ministry/Agency</b>	Ministry of Finance, Banking, & Postal Services (MOFBPS)	<b>Division:</b> Procurement & Supply Division
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Chief Procurement Officer	

### JOB PURPOSE:

The primary objective of this role is to provide support to the Ministry of Finance's (MOF) Procurement & Supply Division to enhance equipment & real property management, reporting, and internal control processes, with a particular focus on audit-related concerns specific to compliance with equipment & real property management for the Republic of the Marshall Islands' (RepMar) Government.

### MAIN RESPONSIBILITIES:

1. Assist in the coordination of a comprehensive physical inventory of RepMar's capital assets across all Ministries & Agencies.
2. Assist the Assets Management Inspector to conduct comprehensive physical inventories of the RepMar's capital assets across all Ministries & Agencies.
3. Provide assistance to the Assets Management Inspector in all matters pertaining to the management of equipment & real property.
4. Ensure inventory is conducted in alignment with applicable property rules, regulations, and best practices.
5. Assist with the maintenance of the existing asset classification and tagging system.
6. Assist the Chief Procurement Office by addressing audit findings pertaining to equipment and real property management & implementing corrective actions, including tracking progress.
7. Serve as a liaison with internal and external auditors regarding asset management-related concerns, as required.
8. Ensure that asset records and procedures meet audit and compliance requirements.
9. Assist the Chief Procurement Office by reviewing existing internal control policies and procedures related to capital asset acquisition, use, maintenance, and disposal.
10. Assist the Chief Procurement Office by proposing recommended changes to existing internal control policies and procedures related to capital asset acquisition, use, maintenance, and disposal.
11. Assist the Chief Procurement Officer to establish policies for periodic reconciliation of capital assets & related general ledger accounts.
12. Coordinate and perform regular reconciliation of capital assets with the general ledger.



P.O. Box D  
Majuro, MH 96960



(692)625-8311/8835



rmimof.com



ayakoye@rmigov.mh



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13. Ensure timely and accurate entry of asset data into financial management information system & other relevant databases.
14. Provide regular reports and updates to the Chief Procurement Officer on the status of asset management and audit compliance.
15. Assist the Chief Procurement Officer with the development of a maintenance management framework to ensure assets are kept in good working condition.
16. Coordinate with Ministries and Agencies to implement and follow preventive maintenance schedules.
17. Assist with the training and guiding of relevant staff on asset management policies, inventory procedures, and financial reporting.
18. Promote awareness and accountability among asset custodians across Ministries & Agencies.
19. Contribute to team efforts by achieving related results and collaborating with colleagues.
20. Perform other related duties as required to enhance the effectiveness and efficiency of the Procurement & Supply Division in relation to the Government's Single Audit.

## MINIMUM QUALIFICATIONS:

- Graduated from a University or College with a Bachelor's Degree in Accounting, Finance, Public Administration, Business, or a related field.
- Minimum of 3-5 years of experience in asset management, financial reporting, or audit response within a government or public sector setting.
- Strong understanding of internal controls, public sector accounting standards, and asset management best practices.
- Demonstrated experience in conducting asset inventories and reconciliations.
- Excellent organizational, analytical, and communication skills.
- Proficiency in financial systems and Microsoft Office Suite (especially Excel).
- Familiarity with Government Financial Reporting Frameworks (e.g., IPSAS, IFRS, GAAP for Governments).
- Demonstrate knowledge of RMI relevant laws, regulations, procedures and policies.
- High level of interpersonal and organizational skills.
- Excellent ability to facilitate effective oral and written communication.
- Good knowledge of the use of standard office equipment and computer applications.
- Ability to work well under pressure.
- Excellent leadership and management skills.
- Demonstrates ability to function both independently and in collaboration with other professionals.
- Must be able to drive a vehicle and have a valid driver's license.



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