



**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**

RMI EA-073-20  
OPENING DATE: 7/16/2020  
CLOSING DATE: 7/31/2020

**EMPLOYMENT ANNOUNCEMENT**

Position Title:	DIRECTOR OF SUPPLY & MATERIAL MGMT	
Grade and Salary (P/L):	PL 12/1-12/3	\$24,000.00-\$27,000.00 +20%ED
Ministry and Division:	Ministry of Health & Human Services	Bureau of Kwajalein Atoll Healthcare
Location:	Ebeye Hospital	
Reports to:	Assistant Secretary	

**JOB PURPOSE:** To take a leadership role in executing effective and efficient procurement and supply services of Ebeye Hospital.

**KEY RESPONSIBILITIES:**

1. Procurement and Supply Chain Management
2. Contract Administration and Management
3. Logistics and Asset Management
4. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification.

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Management the entire process in the planning of procurement and supply chain activities, inventory control logistics and distribution, ensuring effectively functioning processes to avoid costly delays and lost opportunities
- 1.2 Ensure effective lines of communication between department heads, project/program managers and the procurement team to ensure priority requirements, timely delivery of goods, works and services using the most appropriate procurement procedures.
- 1.3 Be responsible for introducing process improvement in the supply chain and identify new vendors/suppliers without jeopardizing quality and service delivery.
- 1.4 Implement effective internal control, proper design and functioning of a client-oriented procurement management system for projects and related reporting requirements.
- 1.5 Ensure effective use of internal Standard Operating Procedures in procurement, control of workflows, continuous business processes monitoring and elaboration improvement in systems and processes.
- 2.1 Manage and monitor all transactional procurement including tendering processes, evaluation, contracting, contract management, legal considerations and payment conditions, contractors, performance evaluation and risk assessment.
- 2.2 Ensure timely preparation of procurement plans for projects and monitor their implementation by controlling processes including receipt of requisitions, receipt of quotations, bids and proposals, evaluation and negotiation of certain conditions of contracts in full compliance with RMI Procurement code.
- 3.1 Prepared monthly, quarterly and annual procurement plans, and progress reports as required

4.1 Promote a zero-tolerance for violations of procurement policies and procedures.

**DESIRABLE REQUIREMENTS:** Graduated from a recognized college with an Bachelor Degree in Business Administration plus three (3) years' experience in the field. OR, any combination of education and experience, which may be acceptable to the Public Service Commission.

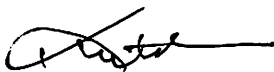
**Skills & Experience:**

- Skills in Microsoft in excel, word, power point
- At least three (3) years of work experience in Field of Medical Supply
- Demonstrated successful experience in managing and leading a team in delivering a high level of service.
- High level of self-discipline to be a role model for the team.
- Caring and quality driven commitment to provide excellent services.
- Ability to work automatically as well as part of a team.
- Excellent interpersonal and people skills.
- Demonstrated ability in using judgment and initiatives to arrive at solutions.

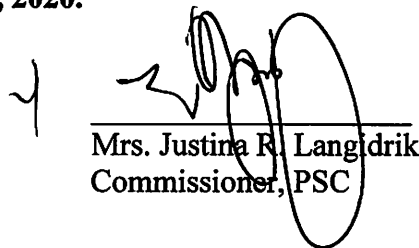
Secure application forms from the Public Service Commission's Office in Majuro and the Office of Deputy Chief Secretary on Ebeye or may inquire further by contacting the following PSC email addresses: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

The Completed application must be received at the Public Service Commission by: **31<sup>st</sup> July, 2020.**

Issued by the Public Service Commission on this day: **16<sup>th</sup> July, 2020.**



Mr. Kenneth Anitok  
Chairman, PSC



Mrs. Justina R. Langdrik  
Commissioner, PSC