



The Republic of the Marshall Islands
MINISTRY OF HEALTH AND HUMAN SERVICES
 P.O. Box 16
 Majuro, Marshall Islands 96960
 Phone: (692) 625-5660/5661 | Fax: (692) 625 3432



JOB DESCRIPTION

Position Title	Procurement & Inventory Data Entry Clerk
Position Type	Multi-Year, Technical Consultant
Ministry and Division	Ministry of Health and Human Services, Human Resources Department
Locations	Delap, Majuro Atoll and/or Ebeye, Kwajalein Atoll.
Contract Period	1 year starting immediately to November 30, 2027
Supervisor	MOHHS Procurement & Medical Supply Director & Assistant Secretary for APP&F
Contracting Agency	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MoHHS
Salary/Compensation	Negotiable based on academic qualifications and experience pertinent to the stated roles

JOB PURPOSE: To help update and maintain accurate inventory records by entering all receiving and dispensing/issuing transactions into Microix, monitoring stock levels, and producing stock control reports to support timely replenishment and reduce stock-outs and wastage.

The Consultant will work closely with the Director of Procurement & Medical Supply and the Assistant Secretary for the Bureau of Administration, Procurement, Personnel & Finance to ensure timely and proper monitoring of stock level and that stock-out is prevented.

KEY RESPONSIBILITIES

Under the direction of the MOH Medical Supply Director and the Procurement & Medical Supply Director, the Procurement & Inventory Data Entry Clerk will be responsible for the following:

1. Enter all receiving transactions into Microix promptly using approved receiving documents (GRN/receiving report, packing list, PO reference).
2. Enter all dispensing/issuing transactions into Microix promptly using authorized requisitions/issue vouchers and signed delivery records.
3. Verify that each transaction is supported by correct documentation and approvals before system entry.
4. Maintain item master data as authorized, including units of issue, pack sizes, item descriptions, and storage locations.
5. Set and maintain min/max levels and reorder points as directed and keep these aligned to consumption and service needs.
6. Monitor stock levels routinely and flag items below minimum/reorder point to the Director of Medical Supplies and Procurement for replenishment action.
7. Produce routine stock control reports, including low stock/stock-out, near-expiry, fast/slow movers, and consumption summaries.
8. Support FEFO implementation by identifying near-expiry items and informing warehouse/dispensing staff for prioritized issue.
9. Reconcile system balances with physical counts and investigate variances with the Inventory & Warehouse Officer and Dispensing/Distribution team.
10. Support cycle counts and full stock takes and prepare variance reports for review and approval.

11. Process approved inventory adjustments in Microix with documented justification and required authorization.
12. Track and report discrepancies linked to receiving (short/damage) and issuing (returns, incorrect issues) and support corrective actions.
13. Maintain audit-ready records of system entries, adjustments, reports, and supporting documents.
14. Provide Microix support to the team, including basic troubleshooting, user guidance, and ensuring consistent transaction practices.
15. Perform other procurement & supply related duties consistent with qualifications and experience normally expected from person occupying position as this classification, as assigned by the Procurement & Medical Supply Department.

SKILLS AND QUALIFICATIONS

Qualifications

- Graduated from a recognized college with an Associate Degree in Business Administration. OR
- Graduated from General Education Development (GED) at the College of the Marshall Island. OR
- Graduated from a recognized High School plus two (2) years' experience in the field.

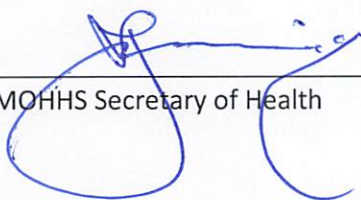
Skills and Competencies

- Skills in Microsoft in excel, word, power point
- Proficiency in Microsoft Office
- At least three (2) years of work experience in the field of Medical Supply
- High level of interpersonal skills and the ability to facilitate effective communication among all level of staff, patients, and outside organizations.
- Attention to detail.
- Reliable with excellent timekeeping.
- Self-motivated with a willing and friendly approach.
- Able to speak English fluently, any other language
- Demonstrates ability to function both, independently and in collaboration with other professionals.

ADDITIONAL INFORMATION

- Office space, equipment, and supplies necessary to perform contracted work will be provided by PIHOA and MoHHS.
- Official travel required for contracted duties will be covered in accordance with MoHHS Travel Policy.
- No additional benefits are provided; insurance, taxes, and personal expenses are the responsibility of the consultant.

Approved by:



MOHHS Secretary of Health

03/04/26

Date