

EA NO: FSM-037-24
OPENING DATE: 3/22/2024
CLOSING DATE: 4/22/2024

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

P.O.Box PS-35
Palikir, Pohnpei, FM 96941
Tel:(691)320-2618/2642
Email: personnel@personnel.gov.fm

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Administrative Specialist

PL-28/1

\$609.68 B/W + \$40.00 Cola = \$649.68

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Department of Finance & Administration
Office of Secretary

DUTIES (ILLUSTRATION ONLY):

Assist the Administrative Officer in managing/operating of the Department. Assist in making arrangement for the department and/or nationwide Finance meetings and conferences. Establishes and supervises the maintenance of files, both incoming and outgoing for office records and retrieve documents/information's when needed. Oversees the office supplies for the divisions. Serve as back-up to Executive and Administrative Officer. Perform general Clerical and Administrative office duties. Prepares purchase orders for purchasing of office supplies to maintain sufficient supplies on hand at all time. Types letters, memoranda's, reports, legislations, polices, procedures, and other documents. Prepares time-sheets and protect operation by keeping information confidential. Makes appointments for meetings, conferences, etc. for Secretary. Performs other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a degree in business administration, accounting, or related field. Strong computer skills. Two (2) years of work experience in administrative and office management function or equivalent and ability to work as a team

Secure Application Forms From and Return to
FSM National Government Personnel Office
or send your application, resume, along with
other credentials to the below email address:
personnel@personnel.gov.fm