

# EXAMINATION ANNOUNCEMENT

PLAN: FSM-001-20  
OPENING DATE: 1/9/20  
CLOSING DATE: 2/9/20



Department of Finance & Administration  
Division of Personnel Administration  
F.S.M. National Government

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

## POSITION AND SALARY:

Assistant Secretary for American & European Affairs

PL-42/1

\$773.46 B/W + \$40.00 Cola

PL-42/3

\$860.66 + \$40.00 Cola

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 Foreign Affairs  
Division of American & European Affairs  
FSM National Government  
Palikir, Pohnpei FM 96941

## DUTIES (ILLUSTRATIVE ONLY):

Manage and supervise staff of the Division of America and European Affairs and ensure progress of work of the Division. Conducts or participates in official meetings with representatives of foreign governments or regional and international organizations; plans and organizes formal meetings with such officials; coordinates official visits to FSM by representatives of foreign governments and international agencies; draft officials correspondence to American or European governments and international organizations on behalf of Department of Foreign Affairs and as requested of other executive agencies; approves and signs routine correspondence to such addresses; serves as principal adviser to Deputy Secretary and Secretary of Foreign Affairs on FSM's relations with American and European countries; collects and analyzes documentations describing the activities, policies, and programs of foreign governments and international bodies; advises FSM officials of technical and economic assistance programs, scholarships and other offering by foreign or international agencies; request follow up to get additional information; searches and prepares background reports and other information on specific nations or international bodies; maintains liaison other special FSM bodies engaged in negotiations with US and European countries; prepares budgetary request for the Division; to perform other related duties as assigned.

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Assistant Secretary for American & European Affairs

**QUALIFICATION REQUIREMENTS:**

Graduation from an accredited four (4) years college or university with a Bachelor degree in Political science, public administration international relation or related fields plus (5) years of work experience in the areas of foreign affairs.