

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

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:

Budget Analyst III-Project Support
PL-34/1
\$779.30 B/W + \$40.00 Cola (\$819.30 B/W)

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
Division of Budget
Tofol , Kosrae FM 96944

DUTIES (ILLUSTRATION ONLY):

Reviews, evaluates, and edits budget narrative justifications, assuring conformity with the established format and the validity of the expressed need for funds; recommends appropriate action on budget requests; collects and compiles research materials for use as a set of reference on congressional and other hearings; collects information and prepares supporting tables and charts for the apportionments and allotment requests; analyzes financial reports, projecting trends of obligations and expenditures and advises the Assistant Secretary of potential problems when necessary; prepares and expedites quarterly and other allotments; maintains accurate and update files and records of allocation allotments, and related materials prepared by the Division; Reconciles and update with Accounting records, all allotments prepared and released by the Division; analyzes the relation between budget requests and performance date; assist in representing the Office during Congressional budget hearing on other departments/agencies budget requests; collect data needed for compilation of the Financial Expenditure Plan for Compact Section 221(b) SBG funds on an annual basis to be submitted to U.S. Department of Interior as required under the terms of the Compact; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a degree in Business Administration or related field plus two (2) years of work experience in budgeting and one (1) year of experience as budget analyst II. Must be computer literate, most preferable with Microsoft and Excel.

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Government Personnel Office