



Announcement No: POC-064-23  
Opening Date: 12/15/2023  
Closing Date: Until Filled

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

Office of the Director

## FSM Personnel Office

email: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

### EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individual to fill the position of **Administrative Assistant** for the Division of Marine at the Department of Justice, FSM National Government, Palikir, Pohnpei FM 96941

**The Position:** Coordinates and provides all administrative housekeeping services for the Division of Marine; Establishes personnel records, keeps records of employee's sick leave, vacation, and informs employees of their respective status and personnel rules and regulations; prepares and processes travel authorizations and documents and makes arrangement; establishes and maintains files and records of appropriations and expenditures. Reviews and/or prepares purchase orders and sees that all purchasing is conducted in accordance with established policies and procedures; receives and screens all incoming calls; arrange conference calls, schedule meetings; and performs other duties as assigned.

**The Incumbent:** Graduation from a two years college with a degree in Business Administration, Secretarial Science or related field plus 2 years of clerical experience.

**Benefits:** A salary \$500.00 Bi-weekly depending upon the qualification of the applicant.

**To apply:** Submit applications/resumes by mail or email to the following addresses:

Officer of Personnel, FSM  
P.O. Box PS-35  
Palikir, Pohnpei FM 96941

Email: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

Department of Justice  
P.O. Box PS-105  
Palikir, Pohnpei FM 96941

Email: [reneejbh@gmail.com](mailto:reneejbh@gmail.com)

The Office of Personnel will be accepting application/resume from **December 15, 2023 until filled.**

**THE FSM IS AN EQUAL OPPORTUNITY EMPLOYER**