



Announcement No: POC-067-23
Opening Date: 12/21/2023
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

EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Administrative Clerk** in the Office of FSM National Election, FSM National Government, Palikir, Pohnpei FM 96941.

The Position: Assist in conducting elections; conduct registration of voters; maintenance and update Voter Registration System and signature listings; assist in issuance of Voter IDs; Data entry, reporting, record keeping, and reconciliation; prepare, soft and distribute incoming and outgoing mail; answer the phone-take messages or redirect calls to appropriate colleagues; utilize office appliances such as photocopier, printer, etc.; assist the National Election Commissioner; greet visitors; scheduling appointments; type out letters, announcements, memorandums, and proof reading; community outreach; run errands; perform other duties as assigned by employer.

The Incumbent: Graduation from two years college in Business Administration or any other related fields or three (3) years of work experience in Election work.

Benefits: The annual salary is **\$16,040.00** depending upon the qualifications of the applicant. Housing, travel and relocation will be provided if applicable.

To Apply: Submit resume or application by mail or e-mail to this addresses;

Office of Personnel
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Email: personnel@personnel.gov.fm

FSM National Election
P.O Box PS-156
Palikir, Pohnpei FM 96941
Email: ned@fsmned.fm

The Office of Personnel will be accepting application/resume from **December 21, 2023 until filled.**

THE FSM AN EQUAL OPPORTUNITY EMPLOYER