

EA NO: FSM-062-21

OPENING DATE: 8/15/2021

CLOSING DATE: 9/15/2021

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

It is the policy of the FSM Government that qualified FSM citizen 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:

Administrative Clerk III
PL-19/1
\$282.33 + \$40.00 Cola (\$322.33 B/W)

LOCATION:

Office of Public Auditor
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Provide secretarial and administrative support; answer phones and directs calls; types payment requests; logs incoming/outgoing mails; copy and distribute reports; filing, run errands; updates bulleting; provide receptionist services by greeting and assisting visitors; and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a two years college in secretarial science or related field with good command of spoken and written English plus one year secretarial experience. Must be computer literate, most preferably with MS Word and Excel.

Secure Application Forms From And
Return to FSM National
Government Personnel Office