

EA NO: FSM-073-21  
OPENING DATE: 10/15/2021  
CLOSING DATE: 11/15/2021

## 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 Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

### **POSITION AND SALARY:**

Administrative Officer II  
PL-36/1  
\$594.57 + \$40.00 Cola = (\$634.57 B/W)

This is the minimum rate at step one of the grade. Higher rates maybe authorized in cases of hard-to-fill positions where it is appropriate to the qualifications of the appointee.

### **LOCATION:**

Department of Foreign Affairs  
FSM National Government  
Palikir, Pohnpei FM 96941

### **DUTIES (ILLUSTRATIVE ONLY):**

Coordinates the day to day operation of the Department; coordinates the preparation, formulation and justification of the overall budget request for the Department and appears before Congress; responsible for ensuring that all budgeted positions are filled, initiates examination announcement for vacancies, reviews certification list and conducts interview; manages the department's accounts, order supplies and prepared payment requests and track expenditures; oversees the inputting expenditure report and generates monthly expenditures reports; confirms travel and other necessary logistic arrangements for the Secretary and other staff of the Department; provide orientation and train new hire for Department; keeps attendance and prepares payroll time sheets for the Department; proposed and recommend to the Secretary of Foreign Affairs procedures and system to expedite and improve operation of the Department; and performs other duties are assigned.

### **QUALIFICATION REQUIREMENTS:s**

Graduation from an accredited college or university with a degree in Business Administration, Public Administration or related field plus four (4) years of experience in administration management equivalent.

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Government Personnel Office