

EA NO: FSM-068-21
OPENING DATE: 9/01/2021
CLOSING DATE: 10/01/2021

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

POSITION AND SALARY:

Administrative Officer I
PI-32/1
487.05 B/W + \$\$40.00 Cola

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 qualification of the appointee.

LOCATION:

FSM Insurance Board
VB Building No.1, Suite 2A
Pohn Umpomp Place
Kolonias, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Prepares the annual budget for each fiscal year in both line items and performance based budgeting format; responsible for all matters relating to the annual budget and other related appropriations which includes apportionments, allotment requests, reprogramming of funds and PCD's preparation; maintains and update ledger or statements for office's operational accounts; responsible for review and approval of all financial transactions affecting the office's operational account; assist the Executive Secretary to ensure that all contractual obligations or payments are processed and paid without unnecessary delay; maintains and updates record of FSM Insurance Board Revolving Fund; responsible for tracking and accounting of fixed assets which includes assigned computers, cell phones and other office related equipment; responsible for all other administrative matters such as awareness, filing and dissemination of administrative policies and personnel listing information and record; attends board meetings and assists in taking notes and minutes as well as preparing minutes for discussion and adoption during next meetings; prepares budget and administrative section of the Annual Report to the President and Speaker of Congress; performs other related office work as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a degree (BA) in Business Administration, Accounting or related field with strong computer skills plus three (3) years of work experience in administrative and office management functions or equivalent.

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Government Personnel Office