

EA NO: FSM-097-21  
OPENING DATE: 12/09/2021  
CLOSING DATE: 01/09/2022

## EXAMINATION ANNOUNCEMENT



Office of Personnel Administration  
FSM National Government

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It is the policy of the FSM National 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 B/W (\$ B/W)

This is to minimum rate at step one of the grades. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

### **LOCATION:**

FSM Congress  
Kosrae Delegation Office  
FSM National Government  
Tofol, Kosrae 96944

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

Supervises and performs administrative assignments in a variety of areas in personnel, supply and budget; supervises the employee in the office; prepares detailed and comprehensive reports as may be assigned; coordinates Congress activities at Kosrae Delegation Office; attends meetings and workshops, arrange appointments and conference; procures supplies and equipment for the Office; prepares and process purchases, payments and records time attendance for the Office; maintains and keeps records of supplies inventory and equipment for the Office; performs other duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or university with a bachelor degree Business Administration, Public Administrative plus three (3) years of work experience in administrative work or equivalent.

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