

EA NO: FSM-073-21 RI
OPENING DATE: 01/03/2022
CLOSING DATE: 01/17/2022

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

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

LOCATION:

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

DUTIES (ILLUSTRATION 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 as assigned.

QUALIFICATION REQUIREMENTS:

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

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Government Personnel Office