

EA NO: FSM-082-21  
OPENING DATE: 11/01/2021  
CLOSING DATE: 12/01/2021

## 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 II  
PL-36/1  
\$594.57 B/W + \$40.00 Cola

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:**

Office of the President  
FSM National Government  
Palikir, Pohnpei FM 96941

### **DUTIES (ILLUSTRATION ONLY):**

Assist the Chief of Staff and the Special Assistant to the President for Administration to provide auxiliary administrative staff support to the President and the Vice President relating to the operation and management of the Office of the President; prepares necessary document to effect disbursement and allotment of fund for which the President is the allottee; maintain manual ledger; prepare necessary financial statements as requested by the government; maintain records of the operation of the office; maintain records for expenditures of the Office and Office properties; provide purchasing support when necessary; assist to coordinate airport operation as may be required during departure and arrival of the President and Vice President; do other assignments as may be assigned by the Office.

### **QUALIFICATION REQUIREMENTS:**

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

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