

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 Specialist I
PL-28/1
\$420.49 + \$40.00 Cola (**\$460.49 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 qualification of the appointee.

LOCATION:

Department of Justice
FSM National Government
Palikir Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Plan develops, organizes administrative services relating to personnel, budget, purchasing, fiscal etc.; performs a variety of office/administrative functions, plans and assigned work load; keeps equipment and property records and coordinates repairs/maintenance; purchase supplies and equipment; arranges personnel transactions and prepares personnel document; maintains or supervise the maintenance of personnel records; established and maintain control accounts and records; receives and screens all incoming calls; arrange conference calls, schedule meetings; schedules and confirms travel and other necessary logistic arrangements for staff; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a degree in Business Administration, Accounting or related field with strong computer skills plus two (2) years of work experience in personnel management, planning management analysis or closely related administrative work.

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