

EA NO: FSM-083-22
OPENING DATE: 10/6/2022
CLOSING DATE: 11/6/2022

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 Specialist I
PL-28/1
\$420.49 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 Congress
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; received and screens all incoming calls; arrange conference calls, schedule meetings; schedules and confirms travel and other necessary logistic arrangements for the staff; setting up and installing new printers, copiers, scanners, and copier management software; providing routine service and maintenance to copiers, scanners, printers, and fax machines; troubleshooting and repairing malfunctioning cartridges, printers, and copiers; writing diagnostic reports and training manuals; providing and supporting copying services; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from two years college with a degree in accounting, business administration or related field plus 2-3 years of work experience in accounting and/or office administrative work.

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Government Personnel Office