

EA NO: FSM-016-23
OPENING DATE: 3/02/2023
CLOSING DATE: 4/02/2023

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 + 120% (FSP)
\$609.71 + 731.65 (FSP) = \$1,341.62 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 Foreign Affairs
FSM National Government
Guam Consulate Office

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.

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Government Personnel Office