

## EXAMINATION ANNOUNCEMENT



Office of Personnel Administration  
FSM National Government

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It is the policy of the FSM Government that qualified FSM citizens be given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

### **POSITION AND SALARY:**

Administrative Specialist  
PL-28/1  
\$420.49 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 qualifications of the appointee.

### **LOCATION:**

Office of National Public Auditor  
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; 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 administrative and office management functions or equivalent.

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