

EA NO: FSM-088-21
OPENING DATE: 11/24/2021
CLOSING DATE: 12/24/2021

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 Micronesians 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 may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Department of Finance & Administration
FSM National Government
Palikir Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Assist the Administrative Officer in the Coordinator; make arrangements for department and/or nationwide Finance meetings and conference; establishes and supervises the maintenance of files, both incoming and outgoing, for office records and retrieves documents/information when needed; oversees the office supplies for the division, prepares purchase order for purchase of office supplies to maintain sufficient supplies on hand at all times; type letter, memoranda, reports, legislation, policies, procedures and other documents; prepares time sheet and protects operations by keeping information confidential; makes appointments for meetings, conference, etc., for the Secretary; 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.

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Government Personnel Office