

EA NO: FSM-063-21

OPENING DATE: 09/01/2021

CLOSING DATE: 10/01/2021

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 Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Archivist

PL-32/1

\$487.08 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 qualification of the appointee.

LOCATION:

Office of National Archives, Culture & Historic Preservation (Office of NACH)
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATION ONLY):

Responsible for managing and coordinating all activities pertaining to the preservation of Historical documents, pictures, movies, videos, tape recordings and archival materials of the nation; creates and maintains accessible and retrievable computer archival database (scanning and digitizing: evaluate records for preservation and retention; advice and support users (researches) on how to best access, use and interpret archives; prepare record-keeping system and procedures for archival research and for the retention and destructions of records; identify ways of protecting and reserving collections; organizing archival records and develop classification system to facilitate access to archival materials; coordinates educational and public outreach programs, such as tours, display, workshops and lectures; and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's Degree in History, Library Science or related field plus two years of experience related work in library, museum, curation, public administration and archiving.

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