



Announcement No: POC-039-23
Opening Date: 8/04/2023
Closing Date: Until Filled

P.O. Box PS-35
Palikir, Pohnpei, FM 96941
Tel: (691) 320-2618/2642

Office of the Director

FSM Personnel Office

email: personnel@personnel.gov.fm

EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Assistant Coordinator** in the FSM National Government at the ODA & Compact Management Office.

The Position: Relationship management; Schedule appointments and maintain calendars, as well as coordinate travel; Prepare correspondence, reports, presentations, and other documents; Assist with special project as needed, including events planning and research; Management of administrative and financial tasks supporting the Review Team Work; Most challenging duties typically undertaken; other duties assign.

The Incumbent: Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Development Studies, and Political Studies or minimum of three (3) years in the areas of project management, national and international policy development, monitoring and evaluation, or other similar related study areas.

Benefits: The annual salary is \$25,000.00 per annum depending upon the qualifications of the applicant.

To Apply: Submit your resume or application by mail, or email to these addresses:

Personnel Office
P.O. Box PS-35
FSM National Government
Palikir, Pohnpei FM 96941
Phone No. 320-2618
Email: personnel@personnel.gov.fm

ODA & Compact Management Office
P.O. Box PS-53
FSM National Government
Palikir, Pohnpei FM 96941
Phone No. 320-2619/1643
Email: yvonnejohnny@gov.fm
jnjin.p336@gmail.com

The Office of Personnel, FSM will be accepting application/resume from August 04, 2023 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER