

EA NO: FSM-091-19RIII

OPENING DATE: 10/26/2020

CLOSING DATE: 11/09/2020

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:

Assistant Director for Corporate Services

PL-42/1

\$773.46 B/W + \$40.00 Cola

PL-42/3

\$860.66 B/W + \$40.00 Cola

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:

National Oceanic Resource Management Authority (NORMA)

Division of Corporate Services

FSM National Government

Kolonia, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Responsible for overall operation of the Corporate Services Division; coordinate and quality control internal and external requirements; provide support to NORMA management in the development of project proposals and coordinate and consult with the other AD's and management on implementation of fisheries related project; responsible for any human resources including conflict resolution and develop, maintain an asset and human resources management system; ensure the budget is developed and managed in collaboration with the division; control all important documents and data for NORMA; ensure the delimitation of FSM's boundaries (maritime and seabed) and GIS capability is maintained and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Public Service or related field plus five (5) years of work experience in fisheries and/or Pacific Island Administration is desirable, two years must be in a supervisory capacity.

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National Government