

EA NO: FSM-070-20

OPENING DATE: 11/30/2020

CLOSING DATE: 12/30/2020

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, Personnel Office
PL-40/1
\$695.86 B/W + \$40.00 COLA 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:

Office of Personnel
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Organizes, coordinates and reviews the work, assignments and projects within the Office of Personnel for conformity with the FSM National Government Personnel System and to assure that deadlines are met; Formulates personnel policies and recommend the implementation of same to the Director, Personnel Office for improvement of administration of the Personnel Regulations; Initiates studies of all organizations in the FSM National in order to up-date organization charts and position descriptions; Researches in the areas of Group Life Insurance and other personnel benefits in order to find the best plan and administer same in the most efficient way for the FSM National Government personnel; Conducts research in the labor market and makes projections for employment needs for recruitment planning purposes; Coordinates grievance cases; Renders assistance and services to the State Government upon request; Maintains effective working relationships with governments officials and the general public and do other duties as assigned.

QUALIFICATION REQUIREMENTS:

Bachelor's Degree from an accredited College or University with a major study in Personnel Management, Labor Management or related field plus five years of work in personnel, two (2) years must have been in supervisory capacity and must possess working knowledge of the government system.

Secure Application Forms
From And Return to FSM
National Government