

EA NO: FSM-101-21  
OPENING DATE: 12/22/2021  
CLOSING DATE: 01/22/2022

# 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:**

Assistant Secretary for Customs & Tax Administration

PL-42/1

\$812.13 + \$40.00 Cola B/W (\$852.13 B/W)

PL-42/3

\$903.69 + \$40.00 Cola B/W \$(943.69 B/W)

This is to minimum rate at step one of the grade. Higher rates may be authorized in case of hard-to-fill positions where it is appropriate to the qualifications of the appointee.

## **LOCATION:**

Department of Finance & Administration

Division of Customs & Tax Administration (CTA)

FSM National Government

Palikir, Pohnpei FM 96941

## **DUTIES (ILLUSTRATIVE ONLY):**

Lead and manage the CTA, a division of National Department of Finance and Administration (DoFA); advise and assist the Secretary of DoFA on matters related to Customs and tax; with the assistance of the Tax Advisor, develop customs and tax procedures, rulings and regulations; develop and direct the taxpayer services, tax collections, and tax audit programs of the CTA; develop and direct the Customs activities of the CTA; together with the Tax Advisor and the Department of Justice, recommend legislative amendments; provide to the Secretary of DoFA, and other authorized Departments and agencies, tax and customs information and data; assist the Secretary of DoFA in testifying before Congress, or at any other authorized Commission or meeting; make decisions at a delegated level on the administration of the CTA; make decisions at a delegated level on the administration of the CTA; make decisions at a delegated level relating to tax and Customs matters; manage and review the performance of the CTA staff on a regular basis, and provide regular feedback to those staff on their performance; together with the Secretary of DoFA and Tax Advisor, review CTA processes to improve them where possible; together with the Secretary of DoFA and Tax Advisor, regularly review the structure and performance of the CTA to make improvements; provide monthly reports to the Secretary of DoFA on CTA's performance; ensure that positions within the CTA structure are filled; ensure that he/she and his/her staff comply with the confidentiality provisions of the Tax Code; prepare estimates of anticipated tax and customs revenue, as well as CTA's expense needs; promote and maintain good public relations with taxpayers, importers, and other third parties CTA work with; provide relevant training to CTA staff to enable them to perform their duties; assist with litigation on tax and Customs matters; perform other duties assigned by the Secretary of DoFA

## **QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or university with a degree or major in Business Administration, accounting or a business –related field, plus five (5) years of experience in auditing, accounting, tax administration or a related field, two (2) years of which shall be in a management level.

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