



P.O. Box PS-35  
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Office of the Director

## FSM Personnel Office

email: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

### EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill position of **Census Administrative Assistant**, Division of Statistics, Department of Resources and Development in FSM National Government.

**The Position:** Manual and electronic filing of communications, including reading file; maintaining project leaders, including entering of transactions and assure classifying of entries aligned with project classifications; maintain payment schedule monitor, especially with recurrent expenses; preparing quarterly status report to Project Manager; do other duties as assigned by the Census Manager and/or Censes Coordinator.

**Incumbent:** Graduation from two years college in Associate of Science (A.S) degree with good command of spoken and written English. Proficiency in use of MS Excel, MS Word and mobile devices (i.e., tablet computer, mobile phone) is highly preferred.

**Benefits:** A Salary of **\$347.86** bi-weekly plus \$40.00 depending upon the qualification of the applicant.

**To apply:** Send resume or application by mail or e-mail to the following addresses:

Personnel Office  
P.O. Box PS-35  
Palikir, Pohnpei FM 96941  
Phone: (691) 320-2618/2642  
Email: [personne@personnel.gov.fm](mailto:personne@personnel.gov.fm)

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P.O. Box PS-12  
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Phone: (691) 320-5133/2646  
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The Office of Personnel will be accepting applications/resumes from **January 22, 2021** until filled.

**THE FSM AN EQUAL OPPORTUNITY EMPLOYER**