

EA NO: FSM-050-20

OPENING DATE: 7/07/2020

CLOSING DATE: 8/07/2020

# EXAMINATION ANNOUNCEMENT



Office of Personnel Administration  
FSM National Government

It is the policy of the FSM Government that qualified FSM citizens be given first priority for employment consideration; with other Micronesians and U.S. citizens in positions for which no qualified FSM citizens are available.

## **POSITION AND SALARY:**

Executive Secretary I  
PL-24/1  
\$318.26 + \$40.00 Cola (\$358.26 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 qualifications of the appointee.

## **LOCATION:**

FSM Banking Board/Commission  
FSM National Government  
Town Plaza Bldg, Suite No. 3&4  
Kolonias, Pohnpei FM 96941

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

Perform high level of administrative, clerical and secretarial duties on a timely and professional manner to ensure efficient and effective administrative operational duties or functions of the Commission or Board; ensure all formal incoming and outgoing communications and phone call are properly and timely handled, screened, logged, registered, filed, routed, disseminated, etc.; arrange and ensure appointments for conferences, meetings, and travel reservations for office personnel are properly coordinated, scheduled, booked and confirmed with all relevant and necessary documentations properly and timely completed and processed; review, establish and ensure an organized filing system which is maintained effectively and efficiently for the Commission or Board. Locate and attach appropriate files to incoming correspondence requiring replies and are filed in proper and rightful place on time; assist with budget preparation and periodical reconciliation by maintaining a tracking, monitoring budget system for the office, and prepare draft budget expenditure report required from time to time; prepare and type official correspondence, documents, reports, etc., and assist in research for information as necessary; performs other duties assigned from time to time.

## **QUALIFICATION REQUIREMENTS:**

Graduation from two years college with a degree in secretarial science with good command of spoken and written English or related field plus two (2) years of secretarial work experience. Must be computer literate, most preferably with word and excel application.

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