

EA NO: FSM-080-21
OPENING DATE: 10/29/2021
CLOSING DATE: 11/29/2021

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 in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Executive Secretary I
PL-24/1
\$350.09 + \$40.00 Cola (\$390.09 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 Insurance Board
FSM National Government
Kolonia, Pohnpei FM 96941

DUTIES: (ILLUSTRATIVE ONLY)

Serves as the Executive Secretary to the Office of FSM Insurance Board; receive and screen incoming calls and place outgoing calls; receive and distribute incoming correspondence; responsible for filing incoming and outgoing communications and documents; prepares/type all requests for payments which includes purchase requisitions, miscellaneous payment request, travel authorizations and other office related documents; receives visitors and incoming calls; prepares payroll times; receives and responsible for appointment and meeting requests; check and pick up office mails at the office postal service on a periodical basis; assists in organizing and distribution of meeting materials and folders for board members in a timely manner; assists in arranging for official lunches, dinner or events for staff and board members; perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a 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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