

EA NO: FSM-052-20

OPENING DATE: 7/20/2020

CLOSING DATE: 8/20/2020

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 II

PL-26/1

\$347.86 B/W + \$40.00 Cola (\$387.86 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:

Department of Education
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES: (ILLUSTRATIVE ONLY)

Receives all incoming calls for the Secretary of education, logs, and sorts and distributes them accordingly and maintains log of all incoming calls for the Secretary; establishes and maintains the log for the Secretary's appointments, cabinet meetings and meetings with other government officials, including the National Congress and updates the Secretary every morning and throughout the working days of each week; arranges appointments, meetings and other consultations activities as shall be directed by the Secretary; arranges meetings and sessions of the FSM Association of Chief States School Officers (FACSS)); takes minutes and maintains files on the FACSSO; prepares staff meetings as shall be directed and takes minutes of all meetings and maintains files on staff meetings; established and maintain the Secretary's Reading Files on all documents received and transmitted and keeps track of all the responsive actions executed; maintains the workplace in clean and orderly conditions; performs other relevant duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from two years college 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.

Secure Application Forms From
And Return to FSM National
Government Personnel Office