

Announcement #: POC-025-24
OPENING DATE: 3/26/2024
CLOSING DATE: Until Filled

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Financial Specialist** at the Department of Health and Social Affairs, FSM National Government, Palikir, Pohnpei FM 96941.

The Position: Develops, maintains and keeps a filing system and ledgers; ensures that all financial matters are in compliance with state, national and federal laws and requirements; processes and expedites requisition and ensures adequate supplies and resources are available at all times; prepares Travel Authorization for National and state staffs to attend inter-state, national, regional, and international workshops and trainings and other travels; assists handle logistical coordination, preparation, arrangement for Division programs' conferences or other activities; ensures contracts route through the proper channel and are executed on a timely manner; assist to provide training on developing a filing system and ledger to track utilization of the funds status on a daily basis; Assists preparing and submitting annual funding application and FFR online; performs other duties and responsibilities as required.

The Incumbent: Graduate from accredited college or university with an Associate of Art degree in accounting and at least three (3) years' experience in accounting or related fields.

Benefits: A salary \$16,000 per annum depending upon the qualification of the applicant.

To apply: Send resume, application by mail to the following addresses:

Department of Health and Social Affairs
P.O. Box PS-70
Palikir, Pohnpei FM 96941
Phone: (691) 320-2819/2643
Email: health@fsmhealth.fm

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

The Office of Personnel will be accepting application/resume from **March 26, 2024** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER