

EA NO: FSM-057-24  
OPENING DATE: 6/6/2024  
CLOSING DATE: 7/6/2024

# EXAMINATION ANNOUNCEMENT



Office of Personnel Administration  
FSM National Government

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

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 utilized in positions for which no qualified FSM citizens are available.

## **POSITION AND SALARY:**

First Secretary

PL-36/1

\$862.12B/W + \$1,034.54(120%FSP) = \$1896.66 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 qualification of the appointee.

## **LOCATION:**

Department of Foreign Affairs

FSM National Government

Palikir, Pohnpei FM 96941

FSM Embassy in Canberra, Australia

## **DUTIES & RESPONSIBILITIES:**

Represent the FSM Government interest in bilateral issues with Australia and other areas of geographical jurisdiction, including monitoring and reporting on important matters and to make recommendations on policy position towards such matters that are of importance, value and priority interest of the FSM; promote policy and interest of the FSM in Australia and areas to develop and understanding of Australia and polies at all levels and impact on such polices to the FSM, the Pacific region as well as the global level; support negotiation of agreements with Australia and areas of geographical jurisdiction with instructions from Capital and under supervision of the Ambassador/Head of Mission with aim to enrich flow of ODA into the FSM; support, coordinate and organize high level visits of the FSM in Australia and areas of geographical jurisdiction; engage to seek, explore an promote trade, investment and tourism opportunities in Australia and areas of geographical jurisdictions; provide consular services to citizens of the FSM; explore ways to enrich an elevate the FSM-Australia relationship by examining sector areas for development cooperation such as educational opportunities, energy, transport, maritime security, law enforcement, climate change, environmental conservation, private sector development, just to name a few; interface with foreign diplomats and diplomatic personnel of other missions to promote FSM interests; engage effectively with Australia on regional and global issues of mutual interest; attends meetings on major policy matters on behalf of the FSM; maintains awareness of researches emerging issues and analyzes their implications for the FSM and prepares policy statements and brief for higher levels and others as appropriate; advise others departments, offices, states or organizations on foreign affairs matters as it pertains to the FSM/Australia

partnership; coordinates, prepares and compiles conference materials for conferences; maintain the upkeep of Embassy's financial records and timely prepares and submitted as required; maintains archives and records systematically in accordance with statutory; reconciles regularly financial transactions against bank statement; updates renewals of local staff contracts insurance coverage of insurable assets, staff health insurance coverage, etc.; briefs Ambassador regularly on current regional events; and performs other duties as assigned.

**QUALIFICATION REQUIRMENTS:**

Possession of Bachelor's degree in Political Science, Foreign Affairs, Economics, International Studies or directly related field plus three (3) years of professional experience which provides good knowledge of international relations and/or other governments, culture and the government of the FSM.

Secure Application Forms From and Return to  
FSM National Government Personnel Office  
or send your application, resume, along with  
other credentials to the below email address:  
personnel@personnel.gov.fm