

EA NO: FSM-033-20RI

OPENING DATE: 10/15/2020

CLOSING DATE: 10/29/2020

# 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 Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

## **POSITION AND SALARY:**

First Secretary

**PL-36/1**

**\$566.26 + 566.26(100%FSP) = \$1,132.52 B/W**

This is the minimum rate at step one of the grade. Higher rates maybe 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

**FSM Embassy, Suva, Fiji**

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

Represents the FSM Government in negotiations with representatives of other government and organizations; organizes and attends meetings on major policy matters on behalf of the FSM; maintains and awareness of and researches emerging issues; analyzes their implications for the FSM and prepares policy statements and brief and/or advises higher levels and others as appropriate; advises other departments, offices, states or organizations on foreign affairs matters; 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; performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

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

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National Government