

# EXAMINATION ANNOUNCEMENT



Office of Personnel Administration  
FSM National Government

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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:**

Fiscal Management Specialist I  
PL-32/1  
\$487.05 B/W + \$40.00 Cola

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 Education  
FSM National Government  
Palikir, Pohnpei FM 96941

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

Provides fiscal supports and technical assistance to the Assistant Secretaries and Program Managers in budget planning, activity cost allocations, assessing of workload, staffing and other budgetary management concerns and determines resources requirements; prepares the organization's expenditures plan, prepares and maintains files on program's financial transactions; maintains all proper and adequate expenditure documents on operation and program implementations; prepares and reviews justification for program's annual budget as required; prepares quarterly and annually reports as required; renders technical supports to program managers in monitoring program activities both at the national and states level; monitors all transactions for the accounts held at the National Government, appraise purchase order, miscellaneous payment, maintain a system for the timely and orderly closeout of the program on contracts, travel authorization, voucher claims, process all order an invoices for payments and maintain record transactions; supports the Administrative Officer in directing and overseeing the preparations of the department's annual budget request and performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

Graduation from an accredited College or University with at least a bachelor's degree in Accounting, Business Administration or related field plus four (4) years of professional experience which involve administration, budgeting, coordination, development and/or financial evaluation of education and other related program,.

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