



Announcement No: POC-057-23
Opening Date: 10/25/2023
Closing Date: Until Filled

P.O. Box PS-35
Palikir, Pohnpei, FM 96941
Tel: (691) 320-2618/2642

Office of the Director

FSM Personnel Office

email: personnel@personnel.gov.fm

EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Journal Clerk**, FSM Congress, FSM National Government, Palikir, Pohnpei FM 96941.

The Position: Maintain files and records so they remain updated and easily accessible; sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.); answer the phone to take messages or redirect calls to appropriate colleagues; utilize office appliances such as photocopier, printers etc. and computers forward processing, spreadsheet creation etc.; undertake basis bookkeeping tasks and issue invoices, checks etc.; take minutes of meetings and dictations; assist in office management and organization procedures; assist in making travel arrangements and booking venues for conferences and events; record all legislative actions taken on the Congress session in legibly handwritten notes; transfer and expend information into precise format for Minute Books; interpret and confirm the intent of the Speaker to accurately record action in the Journal; perform multiple tasks while working at the legislative desk of the Chamber and closely monitor proceedings to recognize actions requiring entry in the Journal; create, correct, and proofread previously recorded actions for preparation of the Journal; respond to inquiries from Senators, floor staff, and legislative clerks regarding various actions; record and forward messages from the President of the and other officials; and confer with parliamentarian, legislative clerk, and/or other floor staff to confirm legislative action taken; work with the Journal team, under supervision of Chief Clerk, in the publication process of the Journal; serve as an additional apprentice to the Chief of to master the many functions leading to annual publication; skills learned serve to ensure publication of Journal under the assistance and supervision of the Director of Administration.

The Incumbent: Graduation from an accredited college or university with a Bachelor's Degree in Journalism and Communication or related field plus three (3) years of work experience in journal clerk.

Benefits: The annual salary is up to **\$24,000.00 per annum** depending upon the qualification of the applicant. Housing travel and relocation will be provided if applicable.

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

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

FSM Congress
P.O. Box PS-3
Palikir, Pohnpei FM 96941
Phone: (691) 320-2324/2325
Email: sudarayel@congress.gov.fm

The Office of Personnel will be accepting application/resume from October 25, 2023 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER