



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 position of Library Services Technology Act (LSTA) Coordinator at the Office of National Archives, Culture & Historic, FSM National Government.

The Position: Responsible for conducting inventories of electronic hardware and software in each of the FSM States museums, archives, and libraries, to determine the capability of these institution's ability to benefit from electronic linkage; responsible to preparing a writing up guidelines and standards for establishment and enhancement of electronic linkage between libraries, archives, and museums in the FSM, and work with outside information sources for program designs and evaluation procedures; responsible for searching for financial resources to purchase software and provide training for technical and clerical personnel to keep union catalog updated and running in the FSM; responsible for requesting the National and State Government hire record keeping managers and find funding to keep these record manager on a long-term status employment; responsible for the continuing support programs for training in using electronic linkages; responsible in requesting FSM Telecommunication Corporation to consider group rates and discounts for schools, libraries, archives and museums for internet access; responsible for the efforts to bring public library, secondary school library, and institution of Higher Education into Union Catalog; responsible in establishment and implementation of a day in November of every year as a National Awareness Day of libraries, archives, and museums (NADLAM) for the next 5 years; responsible to conduct public awareness projects/trainings in each of the FSM High School each year and to collaborate with the education leaders, develop an integrated school curriculum the use of libraries, archives, museums and information resources, newsletters and other means of conveying information to the public; responsible for the promotion and enhancement of libraries, archives, and museums by including the use of first language materials, oral histories, video programs from Micronesian Seminar, State Historic Preservation Offices, and other resources on the history, culture and traditions of Micronesia and to increase access to electronic sources of history of information, and as a places of lifelong learning; responsible for the establishment and enhancement libraries, archives, and museums on the other islands of Pohnpei, Chuuk, and Yap where inhabitants generally have no access to libraries and information sources; responsible for the continuation and expansion of the Summer Reading Program in all of the FSM States and means of evaluating the success of the Summer Reading Program; responsible for requesting the assistance of three regular elementary reading teachers to assist with the Summer Reading Program; responsible in participating in the COM-FSM career awareness week; responsible in advocating for credentials for the Library of Science education initiative; responsible for providing training to the current library, archive, and museum staff; responsible for the preparation of IMLS annual grant application and compiling and submitting the End of the Year Report; and do other duties as assigned.

The Incumbent: Graduation from an accredited college or university with a Bachelor's degree in Library of Science or related field plus four years of experience as a Librarian, Archivist or related field.

Benefits: A Salary range from \$13,000.00 but not to exceed \$16,000.00 per annum depending upon the qualification of the applicant. Other benefits such as a housing allowance, recruitment and repatriation, health and life insurance and relocation will be provided if applicable.

To apply: Send resume/application by mail or email to the following addresses:

National Archives, Culture & Historic
Federated States of Micronesia
P.O. Box PS-175
Palikir, Pohnpei FM 96941
Phone: (691) 320-6922/2343
Email: hpo@mail.fm

Office of Personnel
Federated States of Micronesia
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 December 18, 2020 Until filled.