



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](mailto:personnel@personnel.gov.fm)

### EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill position of **Manager, Division of Corporate Services** at the Office of the NATIONAL PUBLIC AUDITOR, FSM National Government, Palikir, Pohnpei FM 96941.

**The Position:** In charge of the Corporate Services division; Coordinates the implementation of the Office's approved Strategic Plan, Operational Plan and monitor, evaluate and report on the effectiveness in achieving its strategic direction, goals, objectives and operational targets; develops and implements a capacity development and training program for all staff; coordinates and implements the programs and activities to improve ONP'A effective relations with, and the active engagement of, its stakeholders; implements the various communication strategies and monitors their compliance; ensures that all plans and strategies are reviewed periodically, renewed, evaluated, reported on and at all times they must be complied to; implements the Human Resource management system and ensures that staff performance, appraisal, discipline, capacity building and training, reward and incentive measures, and the staff welfare programs effectively implement and monitored; monitors evaluates and reports on all programs and activities under our relationship with the international, regional and sub-regional alliances and affiliations; prepares the Annual Report as required by law and all other operational and performance reports; manages and supervises the day-to-day operations of the Office Corporate Services and provide essential support to the core functions under Audit and Investigation; implements the Office's annual approved operational budgets, monitors the budget expenditures, prepares financial statements and ensures that the office's financial accounts get audited every year; manages all the physical facilities, office building and equipment by ensuring the office building and its other physical and fixed assets are secure, well maintained, and in their operable conditions; are controlled against any natural and accidental hazards; provides sufficient office space for efficient and safe operations; ensures that all the key infrastructure apparatus are in their good working conditions for effective and efficient office operations; handles the media and the public relations for the Office; represents the Public Auditor in high level meetings in-country and at other meetings with the international, regional and sub-regional alliances

**The Incumbent:** Graduation from an accredited college of university with a bachelor's degree in business management, finance, accounting, and other related field plus three (3) years of work experience in business Administration.

**Benefits:** The annual Salary of \$30,000.00 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 National Public Auditor  
P.O Box PS-05  
Palikir, Pohnpei FM 96941  
Phone: (691) 320-2862/2863  
Fax: (691) 320-7728  
Email: [info@fsmopa.fm](mailto:info@fsmopa.fm)

Office of Personnel  
P.O. Box PS-35  
Palikir, Pohnpei FM 96941  
Phone: (691) 320-2618/1642  
Fax (691) 320-8836  
Email: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

The Office of Personnel will be accepting application/resume from February 01, 2022 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER