



NATIONAL FISHERIES CORPORATION
AN AGENCY OF THE GOVERNMENT OF THE FEDERATED STATES OF MICRONESIA
P.O. BOX R, KOLONIA, POHNPEI, FSM 96941
TEL. NO. (691) 320-2529 FAX NO. (691) 320-2239

EA NO.: **NFC-001-2023**

OPENING DATE: **AUGUST 15, 2023**

CLOSING DATE: **SEPTEMBER 14, 2023**

VACANCY ANNOUNCEMENT

It is the policy of the National Fisheries Corporation that FSM citizens be given the first priority for the job consideration, with other citizens to be considered for the position if no qualified FSM citizens are available.

POSITION AND SALARY:

Title: Office Manager

Salary: Pay Level/Step 27/1¹ per year pay period, depending on qualification

Location: Office of the National Fisheries Corporation in Chuuk (NFC)

Employment Status: Two-Year Contract and can be extended

QUALIFICATION REQUIREMENTS:

High School Graduate; Tertiary (college) School Graduate

Five (5) years of work experience in bookkeeping and accounting services. Additional competencies, attention to detail, secretarial-related experience or more, managerial post held.

Knowledge of relevant work. Commitment to diversity. Dependability with a positive attitude. Must be computer literate, with basic computer skills, with MS Word and Excel, Email, and communication platforms. Effective communication skills in the English language (both verbal and written) and in Chuuk vernaculars. **Must be a resident of Weno, Chuuk State.**

DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY):

Ensure that the terms of Office Manager are being followed; Collaborate closely with Corporate Office, particularly, NFC's Accounting Division to ensure the operation is reported accordingly; As required, organize, coordinate, and improve administrative and office procedures as well as ferry boat procedures; Ensure the smooth running of the office and day-to-day operation; Report regularly on daily/weekly/monthly on all Office matters; Do other duties as assigned by President/CEO or designee.

HOW TO APPLY:

Application form can be picked up NFC and/or can be sent to you upon request. You may submit your application and resume with supporting documents to the Office or by email by close of business on September 14, 2023.

CONTACT PERSON: Administrative Manager, Tel: 320-2529/5381/3387 or [email: nakasone.r@nfc.fm](mailto:nakasone.r@nfc.fm)

¹ https://www.c fsm.gov.fm/iframe/22nd%20Congress/LAWS/PUBLIC_LAW_NO_22-170.pdf