

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

It is the policy of the FSM Government that qualified FSM citizens be given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALRY:

Personnel Specialist I
PL-30/1
\$441.69 B/W + \$40.00 Cola (\$481.69 B/W)

This is the minimum rate at step one of the grade. Higher rates may be authorized in case of hard-to-fill positions where it is appropriate to the qualifications of the appointee.

LOCATION:

Office of Personnel
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Develops a classification plan, recruitment, and examination program for the FSM National Government; develops program plans and personnel procedures for the FSM National Government; develops and administers equitable grievance procedures within the established laws, rules and regulations; supplies information to the employees inquiring personnel benefits and other personnel matters; makes plans and arrange orientations programs for Personnel Office; prepares periodic and monthly reports as required; assists in enrolling employees into the group life and group health insurance plans; assist in reviewing life insurance claims before submitting for processing and payment; performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from any accredited college or university, majoring in Personnel Administration, Public Administration, political science or related fields plus two (2) years of responsible work experience in personnel administration equivalent.

Secure Application Forms From
And Return to FSM National
Government Personnel Office