

EA NO: FSM-006-21 RI

OPENING DATE: 04/15/2021

CLOSING DATE: 04/30/2021

# 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 SALARY:**

Personnel Specialist I  
PL-30/1  
\$420.66 B/W + \$40.00 Cola

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

## **LOCATION:**

Office of Personnel  
FSM National Government  
P.O. Box PS-35  
Palikir, Pohnpei FM 96941I

## **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 arranges orientation 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 an accredited college or university with a Bachelor Degree, majoring in Personnel Administration, Public Administration, Political Science or related field plus at least two (2) years of responsible work experience in personnel administration equivalent.

Secure Application Forms From  
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Government Personnel Office