



Announcement No: POC-053-23
Opening Date: 10/17/2023
Closing Date: Until Filled

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 the position of **Postmaster** at the FSM Postal Services in Pohnpei, FSM National Government.

The Position: Directs and supervises daily activities of post office for the effective delivery of postal services to the general public; prepares daily work assignments and duties, supervises, monitors and ensure effective execution and completion of such duties and assignments; directs and coordinates delivery of customer services at post office counters relating to receipt, dispatch and sale of postal established reporting forms for the proper documentation of mail exchanged between post offices; prepares mail for distribution to mail boxes or postal branches; supervises preparation of reports and notices to customers for incurred, registered mail and the dispatching of mail in fully secured and proper manners; supervises, monitor and oversee the preparation of documentation of out-going mail to ensure compliance with applicable laws, procedures and regulations; ensure different classes of mail are properly handled, packed and labeled for proper processing; maintains and replenishes state stamp stocks; undertakes periodic audits of postal clerks and submits reports to postmaster general, issues demand notices of shortages and ensures collection of shortage of cash or stamp accountabilities found during audit; prepares daily consolidated financial reports, oversee deposit of funds to FSM Department of Finance and submits slip and any appropriate postal documents as well as cash receipt from the FSM Department of Finance to Postal Finance Division; ensures that all postal collection are deposited no later than the next working business day; oversee and prepares returned mail after expiration of waiting periods, record and check unclaimed mail to assure proper and efficient movement of mail; supervise main post office and branches employees; evaluates employee performance and discusses with employees, plans and recommends employee training needs; oversee performance of mail contractors, including certification of payments, compliance with contractual requirements for the proper and secure delivery of mail to and from post offices or port; monitor, evaluate and recommends improvements or changes to postmaster general for efficient and effective delivery of postal services; maintains accountability of forms, supplies and equipment's to avoid waste, fraud and abuse; monitor postal repair needs and other maintenance requirements; train staff as need; and performs other duties as assigned.

The Incumbent: Graduation from college or university with a bachelor's degree in Business Administration or Public Administration or related field plus five (5) years of work experience in business administration. Must have comprehensive working knowledge of postal laws, regulations or procedures. Must understand how a postal office operates and be able to keep abreast with current postal regulations and postal rates or other technical aspects of postal operations and be able to use the manuals for domestics and international mail or be willing to be trained.

Benefits: A salary range of \$23,052.00 but not to exceed \$25,000.00 Per Annum inclusive of fringe benefits), depending upon the qualifications and experience of the applicant.

To Apply: Send Application/Resume by mail, fax to the following addresses:

Office of Personnel
FSM National Government
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Phone: 320-2618/2642
Email: personnel@personnel.gov.fm

Postal Services
FSM National Government
P.O. Box 1376
Palikir, Pohnpei FM 96941
Phone: (691) 320-2614
Email: jjimmy_0423@hotmail.com

The Office of Personnel will be accepting application/resume from October 17, 2023 until the position filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER