

EA NO: FSM-013-23
OPENING DATE: 2/27/2023
CLOSING DATE: 3/27/2023

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

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

POSITION AND SALARY:

Procurement Officer
PL-34/1
\$779.30 B/W + \$40.00 Cola (\$819.30 B/W)

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

LOCATION:

FSM Congress
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Issues purchase orders to suppliers for goods, equipment and support the office operations and maintenance activities within policy and procedures; interviews representative to develop and maintain reliable sources of supply; maintains updated information regarding suppliers location, pricing and delivery history and evaluates supplier performance pertaining to price, on the time delivery and quality; Understands Material Requirements Planning to ensure acceptable materials fill rates inventory turns; reviews materials requisitions and issues purchase orders to supplier ensuring that content is accurate pertaining to requirement, such as tax status part numbers, descriptions, delivery instruction, payment terms, need dates quantities and price; verifies timely receipt of purchases material; helps prepare and issues request for quotations to qualified suppliers, works with other buyers to evaluate replied quotations as to cost and conformity to specifications; responsible for communicating to supervision of various supply chain problems for assigned department areas as well as working with end users, warehouse operations and account payable; reviews overall supplier activity and performance to assure contract compliance; works with supervision to mitigate contract claims and disputes, assess supplier problems areas and implements appropriate action plans, performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from accredited college or university with a bachelor degree in Business Administration, accounting or equivalent plus three (3) years of work experience in supply chain.

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Government Personnel Office