



Announcement No: POC-021-23  
Opening Date: 5/18/2023  
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](mailto:personnel@personnel.gov.fm)

### EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Project Administrative & Finance Assistant** in the Office of FSM National Election with the FSM National Government, Palikir Pohnpei FM 96941.

**The Position:** Assists the Deputy Director in the day to day management and oversight of financial activities; Assists in preparation of financial reports, bookkeeping, and progress reports; Liaises with National Election Commissioners, and the State's election Commissioners on logistic supports to implement New Voter Registration and Voter ID Project; Maintains and monitors project plans, project schedules, work hours, budgets, and expenditures; Documenting and following up on important documents and payment requests; Providing administrative support to all State and Local Governments as needed; Create project management calendar to fulfill its goal and objective; Willing to work long hours on a tight schedule; Performs other duties as assigned.

**The Incumbent:** Graduation from an accredited college or university with a Bachelor's Degree in Business Administration/Economics, or any related fields or eight (8) years of work experience in Election.

**Benefits:** The annual salary is \$25,000.00 plus Cola depending upon the qualifications of the applicant. Housing, travel and relocation will be provided if applicable.

**To Apply:** Submit resume or application by mail or e-mail to this addresses;

Office of Personnel  
P.O. Box PS-35  
Palikir, Pohnpei FM 96941  
Email: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

FSM National Election  
P.O Box PS-156  
Palikir, Pohnpei FM 96941  
Email: [ned@fsmned.fm](mailto:ned@fsmned.fm)

The Office of Personnel will be accepting application/resume from **March 18, 2023 until filled.**

**THE FSM AN EQUAL OPPORTUNITY EMPLOYER**