

EA NO: FSM-012-23
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 Micronesians and U.S. citizens in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Secretary
PL-20/1
\$427.24 + \$40.00 Cola (\$287.24 B/W)

LOCATION:

Department of Health & Social Affairs
Division of Environmental Health & Preparedness Unit
FSM National Government
Palikir Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Responsible for general secretarial and clerical work including answering telephone calls, setting-up meeting appointments, typing of documents and forms, copying, filing; preparing bi-weekly timesheets, posting and delivering mail and packages, etc.; responsible for inputting monthly data into database; performs other duties as assigned by the Manager of the Environmental Health & Preparedness Unit.

QUALIFICATION REQUIREMENTS:

Graduation from a two years college in secretarial science or related field with good command of spoken and written English. Must be computer literate, most preferably with MS Word and Excel.

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