

EA NO: FSM-052-24
OPENING DATE: 5/28/2024
CLOSING DATE: 6/28/2024

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

P.O.Box PS-35
Palikir, Pohnpei, FM 96941
Tel: (691) 320-2618/2642
Email: personnel@personnel.gov.fm

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:

Secretary

PL-20/1

\$427.24 B/W + \$40.00 Cola = \$447.24

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

LOCATION:

FSM Office of Personnel
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATION ONLY):

Provide clerical and secretarial support services for the Office of Personnel, type memorandum, reports correspondence and other documents for the office; sets up and maintain office's filing system and official personnel files (OPF), assist type examination announcements and distribute copies; receive and screen caller and make appointment; receive and logs incoming documents and outgoing documents; type rough drafts to final forms; keeps record of outgoing and incoming messages; performs other duties as assigned.

Qualification Requirements:

Two (2) years college in Secretarial Science and must be computer literate, most preferably with word and excel application or high school graduate with two (2) years of work experience in secretarial science or other related fields.

Secure Application Forms From and Return to
FSM National Government Personnel Office
or send your application, resume, along with
other credentials to the below email address:
personnel@personnel.gov.fm