

EA NO: FSM-065-20

OPENING DATE: 11/09/2020

CLOSING DATE: 12/09/2020

# 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  
\$267.86 B/W + \$40.00 Cola (\$307.86 B/W)

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:**

Department of Finance  
Division of International Financing and Investment  
FSM National Government  
Palikir, Pohnpei FM 96941

## **DUTIES: (ILLUSTRATIVE ONLY)**

Established and supervises the maintenance of files, both incoming and outgoing for office records and retrieves documents/information when needed; overseas the office supplies for the division, prepares purchases purchase order for purchase of office supplies to maintain sufficient supplies on hand at all times; type letter, memoranda, reports, legislation, policies, procedures and other documents; prepares time sheet for the division employees from time and attendance cards; make appointments for meetings, conference, etc. for the Assistance Secretary; performs other duties as assigned.

## **QUALICATION REQUIREMENTS:**

Graduation from two years college in Secretarial Science with good command of spoken and written English. Must be computer literate, most preferably with word and excel application.

Secure Application Forms  
From And Return to FSM  
National Government