

EA NO: FSM-001-21

OPENING DATE: 01/05/2021

CLOSING DATE: 02/05/2021

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

It is the policy of the FSM Government that qualified FSM citizens be 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
\$267.86 B/W + \$40.00 Cola

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

LOCATION:

Department of Health & Social Affairs
Division of Environmental Health and Preparedness
Capital Suite
Palikir, Pohnpei FM 969411

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 and posting and delivering mail and packages, etc; responsible for inputting monthly data into database; performs other duties as assigned by the Administrative Specialist and Manager of the Environmental Health & Preparedness Unit.

QUALIFICATION REQUIREMENTS:

Graduation from two years college in secretarial science or related field with good command of spoken and written English. Must be computer literate, most preferably with word and excel application.

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