

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

P.O.Box PS-35
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It is the policy of the FSM Government that a qualified FSM citizen is given priority for employment consideration, with the view that other Micronesians and U.S. citizens are utilized in positions where no qualified FSM citizens are available.

POSITION AND SALARY:

Veterans Affairs (VA) Specialist
PL-36/1
\$862.12 + \$40.00 Cola = \$902.12 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:

Office of Veterans Affairs FSM National Government Palikir, Pohnpei FM 96941

DUTIES & RESPONSIBILITIES:

Prepare timely and quality intra and inter governments written communications that are reflective of the Office of Veterans Affairs' (OVA) positions and priorities with diligence and utmost integrity; coordinate and collaborate with stakeholders in the design, planning, execution, and management of the work needed for Veterans Day, Memorial Day, and other OVA-led functions; prepare travel authorizations and manage procedural progresses to completion, and aggressively manage the closure of travel vouchers within DOFA's guidelines; conduct liaison work to the extent legally permissible between US VA Offices and domestic VA associations or individual veterans; create a user-friendly and regulatory compliant filing system and manage it in a manner that prioritize timely filing creation and disposal; create a master by-name list of all veterans residing in the FSM and ensure its currency periodically through collaboration with the responsible designee from each of the four FSM States VA associations; perform public information officer functions during events by capturing and cataloging photos and videos for official purposes; create and manage content of OVA's social media account; conduct training to local veterans on Veterans Health Administration, Veterans Benefits Administration, and Veteran Cemetery Administration when necessary; remain open and accommodating to other work related demands of the OVA.

QUALIFICATION REQUIRMENTS:

Graduation from an accredited college or university with a bachelor's degree in business administration, finance, economics, or other related fields. Applicants must have at least 3 years of experience in any service branch of the US Armed Forces and some knowledge of military organizational structure, functions and the critical role Department of Veterans Affairs plays in the care of our servicemen/women.

Secure Application Forms From and Return to
FSM National Government Personnel Office or
send your application to email address
personnel@personnel.gov.fm