

FA NO: FSM-003-18
OPENING DATE: 1/22/18
CLOSING DATE: 2/22/18

EXAMINATION ANNOUNCEMENT



Department of Finance & Administration
Division of Personnel Administration
F.S.M. 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 utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Assistant Secretary, Division of APAMA
PL-42/1
\$773.46 + \$40.00 B/W (\$813.46 B/W)

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

LOCATION:

Department of Foreign Affairs
Division of APAMA
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Conducts or participates in official meetings with representatives of foreign governments or regional and international organizations; plans and organizes formal meetings with such officials; supervises official visits to FSM by representatives of foreign (third-country) governments and international agencies; Clears and supervises draft correspondence to foreign governments and international organizations on behalf of Department of Foreign Affairs; receives information copies of correspondences between FSM agencies and foreign governments or international bodies; receives copies of reports from FSM Overseas offices and from travelling FSM officials concerning foreign or international contracts; serves as principles adviser to Secretary of Foreign Affairs on FSM relations with foreign nations; collects and analyzes documents regarding the activities, policies and programs of foreign government; advises FSM officials of technical and economic assistance programs, scholarships, and other offerings by foreign or international agencies; researches and prepares background reports and other information on specific foreign nations; assists in preparation of budget and coordinates

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and supervises FSM Embassies and Consulates in countries other than those under American and European jurisdictions; assists other FSM officials in planning official trips abroad and liaises with Micronesian Maritime Authority, and other special FSM bodies engaged in negotiations with countries on fisheries matters; prepares of overseas submission of statistical and other reports to international agencies; performs other duties as required.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a bachelor degree in Political Science, Foreign Affairs or International studies or related field plus five (5) years of responsible work experience in Foreign Affairs.