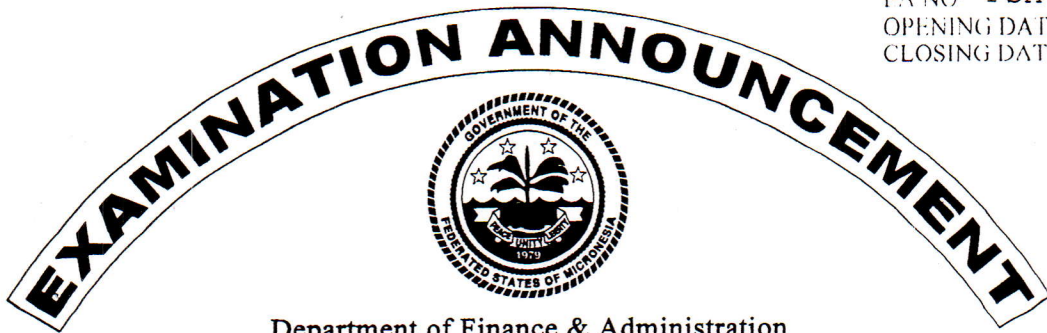


FA NO: FSM-011-18  
OPENING DATE: 1/31/18  
CLOSING DATE: 3/01/18



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:**

Administrative Officer I  
PL-32/1 to PL-32/4  
\$463.86 + 40.00 B/W \$538.26 + \$40.00 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 the President  
FSM National Government  
Palikir, Pohnpei FM 96941

**DUTIES (ILLUSTRATIVE ONLY):**

Coordinates the day-to-operation of the Office of Veteran Affairs; coordinates the preparation, formulation and justification of the Office budget; represents the office in meeting of conference; monitors and verifies request for payments, purchase orders, job orders and invoices, monitor the office's official travels to ensure efficient processing of travel documents and needs; verifies corrects and reconciles office's expenditures with monthly report and other activity reports; and performs other duties as assigned; contact person for the Office of Veteran Affairs; performs other duties as assigned.

**QUALIFICATION REQUIRMENTS:**

Graduation from a recognized for (4) years college or university in Public Administration, Business Administration, Accounting plus 5 years of work experience in two or more administrative functions. Such function includes personnel management, budget analysis, management analysis, financial management and administrative services. This requirement may be waived, but only under extraordinary circumstances where education and experience demonstrate the potential employee's ability to fulfill the duties required.