

FA NO: FSM-015-18  
OPENING DATE: 2/02/18  
CLOSING DATE: 2/16/18

# 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:**

Tuna Data Specialist  
PL-28/1  
\$ 382.26 B/W + \$40.00 COLA

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:**

NORMA  
FSM National Government  
Kolonia, Pohnpei FM 96941

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

On daily basis coordinate and facilitate entry of fisheries log sheet data provided by fishing vessels; input and analyze data to be transmitted to SPC Office in New Caledonia for final processing; ensure work is in compliance with SPC reporting formats; provide technical support to other division and agencies through visits, meeting and communication; coordinate the compilation of quarterly statistics reports to FFA and SPC; works closely with consultants in identifying problems related to fisheries data when required; assist heads of divisions in coordinating national consultations, seminars, and workshops relative to management information systems; providing ongoing secretarial support during meetings, conferences, or workshops; providing ongoing assistance to the compliance unit, including compiling, reviewing and analyzing documentation for observer trip reports, catch certificate and other compliance validation;

**Performs other duties as assigned.**

Page Two  
Tuna Data Specialist

**QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or university with a degree in computer science, business administration or related field. Minimum of two years experience in computer data base or closely related field.