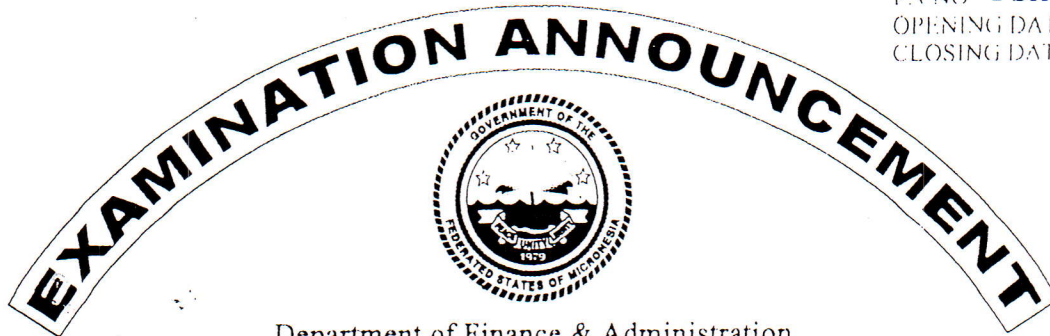


FA NO: FSM-044-17
OPENING DATE: 7/18/17
CLOSING DATE: 8/18/17



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:

Procurement and Supply Specialist III
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 qualifications of the appointee.

LOCATION:

Department of Finance & Administration
FSM National Government
Division of National Treasury
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Performs specialized supply work in the deport operations such as government, stock control and fixed asset branch; established and maintenance of procurement record files containing documentation of action such as requisitions, purchase orders, request for quotations and follow-up documents ; received and check outgoing and incoming cargo against shipping documents and purchase orders and prepare receiving reports; conducts and participates in annual physical inventory of supplies materials and equipment for the FSM National Government; participates in the loading and uploading.of merchandise to and from the warehouse; post all supply transactions in the supply log books, including amount of issue, process, conditions and quantity adjustments; process customers requisition and provide shipments of supply status; transmits all invoices from various vendors to accounting division for payments; conduct and participates in physical inventor of both property and supply stock; establishes and maintains property record files containing documentations, inventory records, and property control cards reports of

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Procurement and Supply Specialist II

survey and transfer documents; prepare cargo freight movement documents; prepare replenishment documents for the revolving stock to National Treasury Division; and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Possession of a Bachelor's Degree, preferably in Business Administration plus two years of work experience involving the analysis of operations.