

EA NO: FSM-061-18
OPENING DATE: 10/21/18
CLOSING DATE: 11/21/18

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 Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Administrative Specialist I (3) positions
PL-28/1
\$382.26 + \$40.00 Cola (\$422.26 B/W)

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

LOCATION:

Department of Environment, Climate Change & Emergency Management (DECEM)
FSM National Government
Palikir Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Assist the AO in making schedules on car maintenance/services/registrations; collect information, prepare files accordingly; responsible for booking reservations and preparation of Secretary's and Assistant Secretary's travels; collects all documents to support travel vouchers immediately after completion of official trips; assist in analyzes department work flow and operating practices, such as record keeping systems, forms control, office layout, and budgetary requirements and performance; standards to create new filing systems or revise established procedures for DECEM; assist in preparing departmental reports, review and answer correspondence; assist with the responsibility of managing and efficient operation of executive office equipment; set up and coordinate meetings for the Secretary and Assistant Secretaries; serve as back up to executive secretary and administrative officer; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a degree in Business Administration, Public Administration or related field plus three (3) years of work experience in personnel management; planning management analysis or closely related administrative work.