

EXAMINATION ANNOUNCEMENT



FA NO: FSM-056-18
OPENING DATE: 10/03/18
CLOSING DATE: 11/03/18

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

POSITION AND SALARY:

Administrative Officer I
PL-32/1
463.86 B/W + \$40.00 Cola

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:

MiCare Health Insurance Plan
FSM National Government
Kolonia, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Coordinates the day-to day operation of the MiCare Office; coordinates the preparation, formulation and justification of the office's budget; represent the office in meeting or conference; administers employee discipline, development, employment compensation (time and attendance), and other personnel functions, monitors the office's official travel to ensure efficient processing of travel documents and needs; verifies, correct and reconcile the office's expenditures with Division of National Treasury; coordinates and handle the office's monthly and other activity reports; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a degree (BA) in Business Administration, Accounting or related field with strong computer skills plus three (3) years of work experience in administrative and office management functions or equivalent.