

EXAMINATION ANNOUNCEMENT



FA NO: FSM-025-18
OPENING DATE: 3/12/18
CLOSING DATE: 4/12/18



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 be 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 Specialist
PL-28/1 + 95% FSP
\$745.41 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 qualifications of the appointee.

LOCATION:

Department of Foreign Affairs
FSM Consulate General
Portland, Oregon

DUTIES: (ILLUSTRATIVE ONLY):

Plan, develops, organizes administrative services relating to personnel, budget, purchasing, fiscal, etc; performs a variety of office/administrative functions, stores/issues offices supplies and equipment; keeps equipment and property records and coordinates repairs/maintenance; purchase supplies and equipment; arranges personnel transactions and prepares personnel established and control accounts and records; monitors expenditures; develops budget estimates and justifications; receives and screens all incoming calls for the Ambassador; schedules and confirms travel and other necessary logistic arrangements for the Ambassador and other staff of the Mission; 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 two (2) years of work experience in personnel administration, planning management analysis or closely related administrative work.

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