


FA NO: FSM-040-18
OPENING DATE: 5/03/18
CLOSING DATE: 6/03/18

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:

Deputy Assistant Secretary for Asian Affairs
PL-38/1
\$627.06 + \$40.00 (\$667.06 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 qualification of the appointee.

LOCATION:

Department of Foreign Affairs
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATION ONLY):

Drafts and advises supervisors and Secretary of the Department on policy recommendation under areas of coverage; Drafts correspondence to areas of coverage, State Governments and Agencies, and other departments of the National Government; Receives and coordinates information and requests to and from areas of coverage; researches and writes periodic reports and analysis of events affecting FSM's foreign relations; Staffs FSM delegations on national, regional, and international conferences or coverage; advises state officials on foreign matters affecting the respective states; monitors and evaluates progress of projects under foreign officials and dignitaries from Asian countries; liaise between the foreign embassies and FSM Government departments and agencies on matters of diplomatic nature; assist and provide consular duties to FSM citizens traveling to countries under areas of coverage; performs other duties as may be assigned by immediate supervisors or secretary of Foreign Affairs;

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a bachelor degree in Political Science, Foreign Affairs or International studies or related field plus two (2) years of responsible work experience in Foreign Affairs.