



Office of the President

## FSM Personnel Office

P.O. Box PS-35  
Palikir, Pohnpei FM 96941

Ph: (691) 320-2618/2642 Fax: (691) 320-8836

### EMPLOYMENT OPPORTUNITY

The Secretariat for the Joint Committee on Compact Review and Planning (JCRP) is seeking a qualified individual to fill its Administrative Officer position.

**Responsibilities:** Coordinate the day-to-day operation of the JCRP Secretariat; coordinate and support meeting of JCRP; plan, organize and schedule work assignments for the clerical and secretarial staff; plan, organize and schedule official travels for JCRP members and staff; assist Executive Director in keeping, producing and disseminating summary minutes of JCRP meetings; initiate the preparation of the annual budget for the JCRP and its Secretariat and take part in its justification before the Budget Review Committee and the Congress; provide administrative support to the staff of the JCRP Secretariat; responsible for ensuring that all budgeted positions are filled and initiate announcements for vacancies; review certification listing of applicants for job vacancies, conduct personal interviews and administer tests, if necessary; manage the Secretariat's account, orders supplies and other needs of the Secretariat, prepare payment requests and track expenditures; advise the Executive Director on all administrative matters including fund status and employment requirements; keep attendance and prepare time-sheets for the JCRP Secretariat; propose recommended improvements in the Secretariat's operations including office procedures, staffing and maintenance; and perform other duties as assigned.

**Requirements:** Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Accounting, Personnel or Industrial Relations; at least four years of work experience in two or more administrative functions, preferably in governments, including personnel management, budget preparation and analysis, management analysis, program planning, financial management, supply and procurement, and administrative services; possess a detailed understanding of FSM National and State government's structures and relationships.

**Benefits:** Salary of \$24,000.00 per annum plus benefits

**To Apply:** Send resume or application by mail, fax or e-mail to the following addresses:

Office of Personnel  
FSM National Government  
P.O. Box PS 35  
Palikir, Pohnpei, Fm 96941  
Phone: (691) 320-2618  
E-mail: fsmsofa@mail.fm

Joint Committee on Compact Review & Planning (JCRP)  
P.O. Box 2178  
Kolonia, Pohnpei, FM 96941  
Phone: (691) 320-5277  
E-mail: epel.ilon@jcrpsec.gov.fm

Applications/resumes will be accepted from December 11, 2017 until position is filled.