

FA NO: FSM-028-17
OPENING DATE: 5/25/17
CLOSING DATE: 6/25/17

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

POSITION AND SALARY:

Statistics Specialist I
PL-24/1
\$ 318.26 B/W + 40 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 qualifications of the appointee.

LOCATION:

Department of Resources & Development
FSM National Government
Kolonja, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Responsible for the collections, verification, keying and submission of prices on quarterly basis for the updating of the Consumer Price Index (CPI); assist with the collection, verification, coding, and data entry of social and economic statistics for the development of the national (regional and international) indicators; assist in the compilation of Annual Statistical Yearbooks, including data entry and publication of the Statistical Yearbooks; assists supervise in various censuses and surveys to be conducted by the Statistics Unit; distribute statistical publications and correspondences and maintain list of recipients/uses; performs secretarial work of the branch office (i.e. schedule of appointments, answering phone, maintain filing/logging system of incoming/outgoing documents; submit timecard to central office, handle travel arrangements for staff; prepare monthly activity reports and submit to supervisor; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from college with a major in Mathematics or Business Administration with six (6) credit hours in statistics.