

EA NO: FSM-023-18  
OPENING DATE: 3/9/18  
CLOSING DATE: 4/9/18

# 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 be 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 II  
PL-36/1  
\$ 566.26 B/W + 40 COLA

This is the minimum rate step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it appropriate to the qualifications of the appointee.

## LOCATION:

Department of Education  
FSM National Government  
Palikir, Pohnpei FM 96941

## DUTIES (ILLUSTRATIVE ONLY):

Coordinates the day-to-day operation of the Department of Education; coordinates the preparation, formulation and justification of the office's budget; represent the office in meeting or conference; administers employee discipline development, employment and other personnel functions; monitors and verify request for payments, purchase orders and invoices; meetings the office's official travels to ensure efficient processing of travel documents and needs; verifies corrections and reconcile office's expenditures with the Department of Finance, National Treasury; coordinates and handle the office's monthly and other activity reports; and performs other duties as assigned.

## QUALIFICATION REQUIREMENTS:

Graduation from a recognized college or university with a degree in Public Administration, Business Administration or related field plus three (3) years of work experience in administration, budgeting, coordination development and/or evaluation of education program.