

FA NO: FSM-020-18
OPENING DATE: 2/22/18
CLOSING DATE: 3/22/18

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 citizen 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:

Administrative Specialist
PL-28/1 plus 95% FSP
\$745.41 B/W

LOCATION:

Department of Foreign Affairs
FSM National Government
FSM Consulate General Office
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 office supplies and equipment; keeps equipment and property records and coordinates repairs/maintenance; purchase supplies and equipment; arranges personnel transactions and prepares personnel documents, payroll etc.; maintains or supervises the maintenance of personnel records; establishes and control accounts and records; monitors expenditures; develops budget estimates and justifications; receives and screens all incoming calls for Ambassador; schedules and confirm travel and other necessary logistic arrangements for the Ambassador and other staff of the embassy; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a degree in Public Administration, Business Administration or related field plus three (3) years of work experience in administrative work or equivalent