

FA NO: **FSM-047-18**  
OPENING DATE: 7/4/18  
CLOSING DATE: 8/4/18

# 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:**

FSM BHWP Administrative Specialist  
PL-28//1  
\$382.26 + \$40.00 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 qualification of the appointee.

## **LOCATION:**

Department of Health & Social Affairs  
FSM National Government  
Palikir Pohnpei FM 96941

## **DUTIES (ILLUSTRATIVE ONLY):**

Plans, develops, organizes administrative services relating to personnel, budget, purchasing, fiscal, etc; performs a variety of office/administrative functions, stores/issues offices supplies and equipment; keeps equipment and property records and coordinates repairs/maintenance; purchase supplies and equipment; arranges personnel transactions and prepares personnel established and control accounts and records; monitors expenditures; develops budget estimates and justifications; provides assistance and guidance to the four state offices with respect to the financial record-keeping; receives and screens all incoming calls for the Program Managers; schedules and confirms travel and other necessary logistic arrangements for the Director and other staff; performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or university with a degree in Business Administration Public Administration or related field plus Two (2) years of work experience in personnel management; planning management analysis or closely related administrative work.