

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:

Chief of Budget
PL-40/1
\$695.86 B/W + \$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 Finance & Administration
Division of Budget
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Provide general supervision on all daily functions of the Budget Unit within the Division of Budget and Economic Management; responsible for all mechanical and technical aspects of budget formulation and allotment management; responsible for reviewing, analyzing, and compiling budget proposals on operation, contribution, subsidies, CIP, and supplemental budget requests; responsible for the development and implementation of internal controls to ensure the timely and accurate Chart of Accounts, maintenance and distribution of allotments; responsible for preparation, updating, verification, reconciliation, and generation of reports for all Advice of Allotment; establish, prepare, issue, maintain, update, analyze, and reconcile all Compact Sector grants, SEG Grant; coordinate and facilitate Compact Sectors and SEG Grant Advice of Allotments with the National and State Government and other entities receiving funding under the Compact and SEG; maintain, update, control, and coordinate the master record for all chart of accounts and advice of allotments of all the funding Sources; coordinate and assist in the preparation, compilation and analysis of FSM Annual Budget Plan; prepare and draft communications for Assistant Secretary and Secretary's signature; make presentations related to Budget by attending congressional budget hearings and other required budget hearings; assist department, office and agencies in the planning, formulation, implementation, monitoring and evaluation of budget proposals; represent the Division at meeting, training, workshop, and conference as needed by the Offices; review and analyze by conducting, research on Bills and