

EA NO: FSM-049-18
OPENING DATE: 7/10/18
CLOSING DATE: 8/10/18

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:

Secretary
PL-20/1
\$ 267.86 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
Division of National Treasury
Chuuk Field Office, FSM National Government
Weno, Chuuk FM 96942

DUTIES (ILLUSTRATIVE ONLY):

Provides secretarial, skilled typing and office management services to the Division of National Treasury, Chuuk Field Office; sets up and maintain office files so as to facilitate filing retrieval of documents; types and ensuring proper grammar, punctuation & spelling; receives and screens callers and make appointment for supervisor & staff; prepares administrative housekeeping documents for the office and ensures timely submittal; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a two years college in secretarial science or related field with good command of spoken and written English. Must be computer literate, most preferably with MS Word and Excel.