Administrative Officer II (FSM Office of Veterans Affairs) Pohnpei [closing date:10/5/2026]

It is the policy of the FSM Government that qualified FSM citizens first priority for employment consideration; with other Micronesia and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Administrative Officer II
PL-36/1
$862.12 B/W + $40.00 COLA = $902.12 B/W
This is the minimum rate at step one of the grades. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Office of Veterans Affairs
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES AND RESPONSIBILTIES:

Coordinates the day-to-day operation of the Office; coordinates the preparation, formulation and justification of the office's budget; responsible for ensuring that all budgeted position are filled, initiates examination announcement for vacancies, review certification list and conducts interview; manages the department's accounts, order supplies and prepared payment requests and track expenditures; oversee the inputting expenditure report and generates
monthly expenditure reports, confirm travel and other necessary

logistic arrangement for the Director; coordinates and handle the office's monthly and other activity reports and perform other duties as assigned.
QUALIFICATON REQUIREMENTS:
Graduated from an accredited college or university with a bachelor's degree in business administration, Public Administration or related field plus 4 years of work experience in administrative management.

Secure Application Forms From and Return to FSM National Government Personnel Office or send your application to email address:
personnel@personnel.gov.fm

State Facilitator (SF) (FSM Department of Resource & Development) Yap [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking highly qualified individuals to fill the position of **State Facilitator (SF)** for the Small Islands Food and Water Project, at the Department of Resources & Development (DoRD), FSM National Government. This position will be based in Yap State

Overview of the Position:

The State Facilitator (SF) will have operational

responsibilities for day-to-day activities in the respective states. The SF will act as the main link between the National Delivery Unit at the FSM Department of Resources & Development, State focal points and target communities. S/-he will have experience in management and leadership, and socially inclusive community development, and will be expected to drive the community consultation and project implementation process under all components in the islands. Further on, the SF will be responsible will regularly report back to the National Technical Manager (NTM) and NDU team on progress as well as on any issues encountered during project implementation.

Duties and Responsibilities:

1. Prepare and submit to the NTM, on a regular basis, reports on all matters relating to project implementation (in the required format and to the agreed timetable) covering implementation progress, problems experienced and issues to be addressed, including a time bound action plan with defined responsibilities.
2. Based on the overall approved AWPB, develop a detailed work plan and budget for activities within the island, in close collaboration with the Community Outreach Officer (COO) and Investment Specialist (IS) for activities under Component 1 and 2 respectively, and report back to NTM on implementation progress.
3. Mobilize and sensitive target communities about project objectives, the importance of social inclusion, activities and opportunities, in a gender and youth sensitive manner.
4. Collaborate closely with the Community Outreach Officer for data collection and analysis for targeting of the interested groups and households/farmers/individuals for investments under component 2.
5. Ensure that women, youth and PWDs are able to participate fully and benefiting from the project investments under

component 2 (that are the priority groups based on the selection criteria).

6. Promote and disseminate information on SIFWaP as broadly as possible in target communities.
7. Coordinate project implementation at community level, in coordination with other component implementers (Community Outreach for Component 1 and Investment Specialist for Component 2).
8. Work closely with the Community/State/Islands Committees and support the Community/State/Island Development Plans with focus on food, nutrition and water that will be the entry point of investment interventions under Component 2.
9. Keep records of distribution and of materials, tools and equipment and performance and output of agricultural activities to the target beneficiaries.
10. Keep records of community, groups and households' contributions to all project activities including on investment interventions under Component 2.
11. Provide awareness, mentoring and facilitation support to strengthen the capacity and leadership skills of existing and newly formed community groups under all components.
12. Prepare materials and provide training to field supporters with focus on community mobilization, food, nutrition and water security at community level.
13. Collect information and feedback from the communities about: (a) the validation of the community plan; (b) the implementation of Components 1 and 2, including progress, achievements and impact. This has to be done in a gender/youth sensitive manner to ensure that women/youth specific feedback is captured and reported.
14. Provide advice to the community on basic nutrition, help to establish community nurseries, organize and deliver agriculture training and related advice, work with the WUGs to ensure well-functioning, managed and maintained

water systems.

15. Inform on the progress and impact of the project and ensure that feedback from communities (especially vulnerable and disadvantaged groups) is recorded to inform progress reporting, monitoring and the preparation of success stories from the field.
16. Manage project assets on the island, keeping an inventory of assets and submitting inventory reports to the NDU team in alignment with defined timelines.
17. Play the project focal point role in the State. Liaise, inform and coordinate with the State Council and work closely with the agriculture/IA extensions office on the Islands.
18. Strengthen socially inclusive state community linkages with development partners. Support target islands and communities to develop or improve linkages with government and non-government agencies for future development interventions.
19. Support on any other project tasks as per instructed by the NTM.
20. Facilitate training of Field Support (FS) and enumerators on i.a. data collection and coordinate with subject experts/training providers to ensure a smooth delivery of trainings/workshops. Evaluate all training, keep records of attendance with sex and age desegregated data. Maintain records on all training delivered.
21. Cooperate fully with the NDU in the conduct of external and internal audits of project operations.
22. Monitor the use of funds for activities implemented on the island, ensuring that expenditures are in line with approved AWPBs.
23. In close collaboration with NTM and the CPCU, support baseline, mid-line and end-line data collection.
24. Promote transparency and accountability in implementation

procedures.

25. Cooperate with and provide necessary information to IFAD supervision missions, and implementation support/evaluation missions as requested.
26. Provide timely updates to the NTM and/or FAP of any identified potential or actual issues and bottlenecks to implementation and propose mitigating/remedy actions.

Qualification Requirements:

A college degree in Agriculture, Environment, and Organizational Management, Community Development or related fields is preferred. In the absence of a college degree, the State Facilitator should have experience on community mobilization, with knowledge on agriculture, food, nutrition and water issues that the State is facing; have minimum of 3 years on engaging with communities and working with international agencies or NGOs.

Salary:

The annual salary is $16,560 per annum depending upon qualification of the applicant.

To apply:

Send application, resume, and other supporting documents to the following addresses:

Department of Resource & Development
P.O. Box PS-12
Palikir, Pohnpei FM 96941
Phone: (691) 320-2646/5133/2620

Office of Personnel, FSM
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642

Email: fsmrd@rd.gov.fm
Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from **September 18, 2026** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

PHIG Field Technician (FSM Department of Health & Social Affairs) Pohnpei [open until filled]

The Government of the Federated States of Micronesian (FSM) seeks well qualified individuals to fill the position of **PHIG Field Technician,** FSM National Government at the Department of Health & Social Affairs.

Duties & Responsibilities:
Perform routine inspections and preventive maintenance of building systems (HVAC, plumbing, lighting, doors, fixtures); Troubleshoot and repair electrical, mechanical, and utility systems in health department facilities; Conduct minor carpentry, painting, and infrastructure repairs to ensure compliance with health and safety codes; Service and repair a variety of department vehicles including staff cars, vans, mobile clinics, utility trucks, and trailers; Perform diagnostics and repairs on gas and diesel engines, electrical systems, brakes, and cooling systems; Maintain and repair small

marine craft and outboard motors used in field health operations; respond to urgent repair requests during business hours and on-call shifts; Support setup and mechanical readiness for clinics, events, and backup operations; Maintain accurate service records and maintenance logs; Assist in managing inventory of tools, equipment, and spare parts; Ensure all work is performed in accordance with safety regulations and departmental protocols; Coordinate with vendors for specialized services and inspections; Nature of work will be performed both indoor and outdoor, sometimes in adverse weather conditions.

Qualification Requirements:
Graduation from an accredited college or University with an associate degree in Technical Field; At least two (2) to three (3) years of experience in technical & maintenance. Ability to operate vehicles, heavy equipment, boats & maintenance.

Salary: A Salary range of $20,000-$22,000 per annum depending upon the qualifications of the applicant.

To Apply: Submit resume or application by mail to the following addresses:

Office of Personnel	Department of Health & Social Affairs
P.O. Box PS-35	P.O. Box PS-70
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691) 320-2619/2643
Email: personnel@personnel.gov.fm	Email: health@fsmhealth.fm

The Office of Personnel will be accepting application/resume from today September 18, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Secretary (FSM Department of Finance & Administration_Budget Division) [closing date: 10/18/2026]

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
$427.24 B/W + $40.00 COLA = $467.24 BW

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

LOCATION:
Department of Finance & Administration

FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):
Established and supervises the maintenance of files, both incoming and outgoing for office records and retrieves documents/information when needed; overseas the office supplies for the division, prepares purchases purchase order for purchase of office supplies to maintain sufficient supplies on hand at all times; type letter, memoranda, reports, legislation, policies, procedures and other documents; prepares time sheet for the division employees from time and attendance cards; make appointments for meetings, conference, etc. for the Assistance Secretary; performs other duties as assigned.

Qualification Requirements:
Graduation from two years college in Secretarial Science with good command of spoken and written English. Must be computer literate, most preferably with word and excel application.

Secure Application Forms From and Return to FSM National Government Personnel Office
or send your application, resume, along with other credentials to the below email address:
personnel@personnel.gov.fm

Quarantine Officer I (FSM

Department of Finance & Administration) Yap [closing date: 10/18/2026]

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:

Quarantine Officer I
PL 26/1
$554.84 B/W + $40.00 Cola = $594.84B/W

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

LOCATION:

Department of Resource and Development
FSM National Government
Yap Field Office

DUTIES & RESPONSIBILITIES:

Performs pest surveillance and monitoring production of quarterly report on surveillance; inspect export commodities, treat if necessary and certify such export commodities in accordance with the requirements of the importing country; inspects and treat if necessity imported commodities in order to protect the country from the introduction of new pests and disease; inspects area within the Pohnpei State airport Terminal and other points of entries such as Kolona harbor, Kapingamarangi anchorage, Sapwuafik anchorage, Nukuoro anchorage

and FSM Post Office in Kolonia and Palikir for quarantine inspections; submit monthly reports to the Assistant Secretary of Agriculture, Program Manager for Agriculture and the Secretary of the Department of Resources and Development; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:
Graduated from an accredited college or university with an Associate of Science degree in Agriculture or a related field and have at least two years of work experience in a related area.

Secure Application Forms From and Return to FSM National Government Personnel Office
or send your application, resume, along with other credentials to the below email address:
personnel@personnel.gov.fm

Quarantine Officer I (FSM Department of Finance and Administration) Chuuk [closing: 10/18/2026]

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:

Quarantine Officer I
PL 26/1
$554.84 B/W + $40.00 Cola = $594.84B/W

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

LOCATION:
Department of Resource and Development
FSM National Government
Chuuk Field Office

DUTIES & RESPONSIBILITIES:
Performs pest surveillance and monitoring production of quarterly report on surveillance; inspect export commodities, treat if necessary and certify such export commodities in accordance with the requirements of the importing country; inspects and treat if necessity imported commodities in order to protect the country from the introduction of new pests and disease; inspects area within the Pohnpei State airport Terminal and other points of entries such as Kolona harbor, Kapingamarangi anchorage, Sapwuafik anchorage, Nukuoro anchorage and FSM Post Office in Kolonia and Palikir for quarantine inspections; submit monthly reports to the Assistant Secretary of Agriculture, Program Manager for Agriculture and the Secretary of the Department of Resources and Development; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:
Graduated from an accredited college or university with an Associate of Science degree in Agriculture or a related field and have at least two years of work experience in a related area.

Secure Application Forms From and Return to FSM National

Government Personnel Office
or send your application, resume, along with other credentials to the below email address:
personnel@personnel.gov.fm

Expired: Financial Management Specialist (FSM Department of Finance and Administration) Pohnpei [closing date: 9/14/2026]

It is the policy of the FSM Government that qualified FSM citizen is given 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:
Financial Management Specialist
PL 32/1
$706.22 B/W + $40 COLA = $746.22B/W

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

LOCATION:
Department of Finance & Administration
Division of Treasury

FSM National Government
Palikir, Pohnpei 96941

DUTIES (ILLUSTRATIVE ONLY):

Responsible in preparing the funds status reports on all CFSM Funded Projects for the FSM State CFSM projects and all other funds that the President/Vice President are the allotees; Ensure that all transaction of all the funds were posted accordingly and that expenditures do not exceed the authorized funding level; maintain manual ledgers for all the CFSM Projects accounts; prepares schedules needed for financial statements upon requests by the Auditors and assists the Auditors with their transition, ledgers and all needed documents during the auditing period in the Division; certifies funds availability of all Federal Programs, General Funds and CFSM funds; and perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or University with a bachelor's degree in business administration, Accounting or closely related fields plus three (3) years of work experience in financial management, preferably in accounting area.

Secure Application Forms From and Return to FSM National Government Personnel Office
or send your application, resume, along with other credentials to the below email address:
personnel@personnel.gov.fm

Expired: Economic Analyst (FSM Department of Finance and Administration)Pohnpei [closing:9/14/2026]

It is the policy of the FSM Government that qualified FSM citizens are 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:
Economic Analyst
PL-38/1
954.69 B/W + $40.00 COLA = $994.69

This is the minimum rate at step one of the grades. 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
FSM National Government
Palikir, Pohnpei FM 9694l

DUTIES&RESPONSIBILITIE:

Assist in the identification, compilation and analysis of economic date, complication of economic aggregates, such as GDP, export, imports employment and unemployment; financial sector activity, including domestic and foreign bank operations; public sector finance, including municipal, state and national government operations, public sector finance, including municipal, state and national government operations, income and

expenditure date, including household and sector income and expenditure; analysis of financial sector policies and laws; environmental policies and laws, labor policies including human resources development policies and alien registration and labor policies and laws; land tenure institutions and land use practices; public enterprise reform including privatization, public sector reform including government restricting; public sector reform including budget process and financial management; assist in the preparation of the 2023 Action Plan; and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduated from an accredited college or university with a bachelor's degree in economics, Business Administration or related field plus four (4) years of work experience in economic development. Must have good computer knowledge and skill.

Secure Application Forms From and Return to FSM National Government Personnel Office
or send your application, resume, along with other credentials to the below email address:
personnel@personnel.gov.fm

Expired: Assistant Secretary (FSM Department of Finance and

Administration_ Treasury Division) Pohnpei

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:
Assistant Secretary, Treasury Division
PL-42/1

$1,177.58 B/W + $40.00 COLA = $1,217.58 BW

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

LOCATION:
Department Finance and Administration
FSM National Government

Pohnpei, FSM 96941

Duties & Responsibilities:
Responsible to supervise the staffs of the division; responsible to establish accounting systems for all the FSM overseas offices and field offices; responsible to prepare all financial reports as required by laws and as requested by individual users of offices; maintains and ensures that all activities and the division is in compliance of all laws and regulations; reviews all disbursement submitted; reviews and advises on financial reports submitted by the overseas offices; monitors processing and disbursement made at the field offices, FSM embassies and Consulate Offices; responsible to establish bank accounts as

approved by the Secretary of Finance & Administration; perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a degree in Accounting, Business Administration, Public Administration, or any other related filed plus five (5) years of work experience in accounting, business administration, public administration or related field, two (2) years must have been in supervisory and administrative capacity and possession of a working knowledge of government system.

Secure Application Forms From and Return to FSM National Government Personnel Office
or send your application, resume, along with other credentials to the below email address:
personnel@personnel.gov.fm

Expired: Account Technician III (FSM Department of Finance & Administration) Pohnpei

[closing date: 9/14/2026]

It is the policy of the FSM Government that qualified FSM citizens are 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:
Account Technician III
PL-26/1
$465.53 B/W + $40.00 COLA = $505.53 BW

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

LOCATION:
Department of Finance and Administration
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):
Responsible for all flow and in-keeping of documents for financial transactions; receives and assigns numbers to all incoming obligation documents; receives and logs all incoming documents, and logs all outgoing documents as well as the manual ledgers; establishes and maintains individuals files for the various authorities in the respective states; prepares and process payments in accordance with the established regulations, policies and procedures; attends to customer’s needs; answer questions provides explanations when necessary; processes and prepares all incoming purchase requisition requests; tags and maintains file of all fixed assets and expandable equipment purchase; verify and release purchase to departments offices and agencies; and performs other duties as assigned.

Qualification Requirements:

Graduation from a two years college with a degree in accounting or related field plus one (1) year of work experience in Bookkeeping or Account Clerk.

Secure Application Forms From and Return to FSM National Government Personnel Office
or send your application, resume, along with other credentials to the below email address:
personnel@personnel.gov.fm