

Senior Inspector (FSM Department of Transportation, Communications & Infrastructure (DTC&I)) Chuuk [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individual to fill two positions of **Senior Inspector** with the FSM National Government, Department of Transportation, Communications & Infrastructure (DTC&I), Project Management Unit – Project Management Office in **Chuuk**.

Duties & Responsibilities:

Able to read blueprint and do house plan when call for; Conduct pre-construction conference on all project development plan scope of work; Perform inspections on projects; Assess deficiencies on homes; Perform calculation of materials needed base on inspections and assessment of project; Evaluate a project and recommend changes; Monitor projects for completeness and quality; Do reports of progress/Deficiencies on all inspected projects and submit for further evaluation and recommendation by the Director; Know how to drive and always with valid driver's License; Perform and submit list of supplies and materials needed for you to perform your duties; Perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or University with a Bachelor Degree in Engineering and Construction Technology or related construction field plus four (4) years of work experience in related construction field.

Salary: A Salary range from \$22,500 per annum depending upon the qualifications of the applicant.

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

**Department of TC&I
Personnel**

P.O.Box Ps-2

P.O. Box PS-35

Palikir, Pohnpei FM 96941

Pohnpei FM 96941

Email: tci@tci.gov.fm

personnel@personnel.gov.fm

Office of

Palikir,

Email:

The Office of Personnel will be accepting application/resume from today May 21, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Analytics Manager (FSM Department of Finance & Administration) 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:

Analytics Manager

PL-38/1

\$954.69 B/W + \$40 COLA = \$994.69 B/W

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
Division of Custom and Tax Administration
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

To lead, oversee, and develop the division's data analytics capability. The role involves managing the effective use of data from the RMS and ASYCUDA systems, ensuring high-quality insights, audit selections, compliance assessments, and operational reporting. The Analytics manager will drive evidence-based decision-making, guide improvements in business processes, and provides leadership and technical support to analysts within the division; perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a Bachelor's Degree in data analytics, Accounting, Business, computer science, information technology or in a related field plus 2 to 3 years of work experience in data analytics and compliance, or other related field.

Secure Application Forms From and Return to FSM National
Government Personnel Office
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personnel@personnel.gov.fm

Financial Management Specialist (FSM Department of Finance and Administration) Pohnpei

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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 allottees; 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 Degree in Business Administration, Accounting or closely related fields plus three (3) years of work experience in financial management, preferably in Accounting area.

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Secretary (FSM Department of Health and Social Affairs) Pohnpei

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POSITION AND SALARY:

Secretary

PL-20/1

\$427.24 B/W + \$40 COLA = \$467.24 B/W

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 Health & Social Affairs
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Responsible for general secretarial and clerical work including answering telephone calls, setting-up meeting appointments, typing of documents and forms, copying, filing, preparing bi-weekly timesheets, posting and delivering mail and packages, etc. Responsible for inputting monthly data into database; Perform other duties as assigned by the Manager of the Environmental Health & Preparedness Unit.

Qualification Requirements:

Graduation from a High school with a diploma or equivalent; associate degree or higher preferred. At least two (2) years of clerical or administrative support experience; Demonstrated ability to manage office tasks such as filing, scheduling, and correspondence; Basic proficiency with office software (e.g., Microsoft Word, Excel, Email systems).

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Legal Secretary I (FSM Office of Public Defender) Kosrae

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POSITION AND SALARY:

Legal Secretary I

PL-25/1

\$530.59 B/W + \$40.00 COLA= 570.59 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:

FSM Public Defender
FSM National Government
Kosrae Field Office

DUTIES (ILLUSTRATION ONLY):

Receives callers and refers them to the supervisor/appropriate staff, processes incoming and outgoing correspondences involves legal matters and documents, establishes, maintain and updates files and filing systems, reviews legal forms and documents prepared form and accuracy, maintains a collection of law volumes and publications, files and maintains office legal source, files and processes legal documents in court, maintain a record of appointments deadlines, court appearances, etc. for the supervisor and staff attorney, transcribes dictations of legal arid other matters, reviews and revises office work flow procedures, may supervise lower legal clerical personnel, performs other duties as assigned.

Qualification Requirements:

Graduation from an accredited college with a degree in secretarial science. good public speaking, Innovative, and knowledgeable in using Word, Excel & Power point. Two (2) years of experience in field of Secretarial work and should be competent with Microsoft office and must be proficient in English and Kosrae languages.

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National Sports Coordinator (FSM Department of Health and Social Affairs) Pohnpei

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POSITION AND SALARY:

National Sports Coordinator

PL-38/1

\$954.69 B/W + \$40.00 COLA = \$994.69 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 Health & Social Affairs

FSM National Government

Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Organizes and coordinates national sports programs, tournaments, and competitions; supports the development and implementation of sports, physical activity, and physical Education (PE) policies, including the FSM Sports Act; promotes wellness and physical activity for public health and social development; works closely with state sports offices, schools, national federations, and

partner agencies; provides technical support to youth, community, and school-based sports programs across the FSM; Assists with planning, budgeting, monitoring, and reporting of sports activities; ensures safeguarding, inclusion, and youth development standards are applied; and performs other related duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a Bachelor degree in physical, Sport Science, Health, Education, Social Science, or closely related field. At least three to five years' experience in physical education or sports related fields.

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Assistant Secretary (FSM Department of Justice) Pohnpei [closing: 6/13/2026]

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POSITION AND SALARY:

Assistant Secretary

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 of Justice

FSM National Government

Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Assist the Secretary of the Department of Justice in operation of National Security within the FSM; directly responsible to the Secretary of the Department of Justice on consultations and opportunities of overall policework, planning, and receives general instructions as to work results desired; issue general orders for improvement and accountability of work methods and for enforcing rules, laws and regulations; responsible for planning and directing of activities, rules and regulations, departmental policies and procedures, mission, goals and objectives, and philosophy of the division of the National Police; analyzes and set appropriate actions of such information in order to improve Divisional operations; promotes capacity building of the National Police force; Oversee the administrative duties include making recommendations for purchase of equipment and supplies, preparation of administrative budget estimates, and develop of the Division Mission, policies and procedures and objectives; work closely with other law enforcement agencies in the nation to enforce national security; performs other related duties as assigned.

Qualification Requirements:

Graduation from an accredited college or University with a Bachelor's degree in Criminology or Law Enforcement or related field plus five (5) years of responsible work experience in National Security with at least two (2) years in supervisory capacity.

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**Tax Team Leader (FSM
Department of Finance and
Administration) Kosrae
[closing date:6/13/2026]**

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POSITION AND SALARY:

Tax Team Leader

PL-34/1

\$779.30 B/W + \$40.00 Cola = \$819.30

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:

Division of Custom & Tax Administration
Department of Finance & Administration
Kosrae Field Office

DUTIES (ILLUSTRATION ONLY):

To lead and guide the customs team, analyze trade data for process improvement, ensure compliance, provide mentorship, and contribute to effective cross-functional collaboration for efficient and ethical customs operation; performs technical customs inspections of incoming cargoes at wharf, business premises, post office and airports and clearance of incoming carries and vessels; inspects deplaned passengers and baggage for taxable, smuggled, and unallowed items; assess taxes on them, or seize them if necessary; assesses and collects correct import duties through Customs Automated System; ensures proper documentation made upon all import clearance according to import requirements, considering legal restrictions, country of origin, import quotas, and current market values; issues clearances to outgoing vessels and aircrafts; assist customers on quarterly returns/ reports; files quarterly returns and reports; deliver demand notices for payment; conducts audits on medium size businesses(PCA & Income/Wages/BGR); prepare audit reports; prepares and deliver summons; prepares and deliver levy; update delinquent accounts; provides technical assistance and advise to Customers on national tax matters; provide training on issues of Customs and Tax; organizes with approval of OIC/DAS plans for CTA; ensure all duties of tax officers flow properly; involves self in the planning of all operations for the year; perform

other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a bachelor's degree in Business Administration, Accounting, Finance, or a related field, plus three (3) to four (4) years of relevant work experience.

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Statistics Specialist I (FSM Department of Resource & Development) Yap

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POSITION AND SALARY:

Statistics Specialist I

PL-24/1

\$507.63 B/W + \$40.00 Cola = \$547.63B/W

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:

Statistics Division
Department of Resources and Development
Yap Field Office

DUTIES (ILLUSTRATION ONLY):

Responsible for the collection, keying and submission of process on quarterly basis for the updating of the Consumer Price Index (CPI); assist with the collection, verification, coding, and data entry of social and economic statistics for the development of the national (regional and international) indicators; assist in the compilation of Annual Statistical Yearbooks, assist in supervise in various censuses and surveys to be conducted by the Statistics Unit; including data entry and conducted by the Statistics Unit; distribute statistical publications and correspondence and maintain list of recipients/users; performs secretariat work of the branch office (i.e., schedule of appointments, answering phone maintain filing/logging system of incoming/outgoing documents, submit timecard to central office, handles travel arrangements for staff); prepare monthly activity reports and submit to supervisor; perform other duties as assigned.

Qualification Requirements:

Graduation from accredited College or University with at least an Associate of Science degree in Applied Science including related courses in statistics plus 2 years of experience in statistical support and administrative coordination, including proficiency in Microsoft office, electronic data systems, and statistics reporting.

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Account Technician III (FSM Department of Finance and Administration) Pohnpei

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POSITION AND SALARY:

Account Technician III

PL 24/1

\$465.52 B/W + \$40.00 Cola = \$505.52 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 qualifications of the appointee.

LOCATION:

Department of Finance & Administration

Division of Treasury

FSM National Government

Palikir, Pohnpei 96941

DUTIES (ILLUSTRATIVE ONLY):

Assist in the establishment and maintenance of procurement records files; assist in receiving and verifying outgoing,

incoming cargo against -shipping documents, purchases order and prepares receiving reports; participates in loading, unloading of merchandise to and from the warehouse; transmits invoices from various vendors to accounting division for payments; maintains fixed assets in clearing outstanding PO advances; perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or University with a Associate Degree in Business Administration, Accounting or other related fields, plus two(2) to three(3) years of experience in accounting, or a related field.

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