

Administrative and Finance Officer (FSM National Weather Services) Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Administrative and Finance Officer**, FSM National Government at the Office of Weather Service Station in Pohnpei.

Duties & Responsibilities:

Manage petty cash (Impress Fund) and maintain supporting documentation and receipts; Prepare and submit staff timesheets for payroll processing; Maintain confidentiality of employee payroll and financial information; Process payroll deduction forms such as Social Security, insurance, and other required documentation; Process annual leave and sick leave applications; Verify leave balances and maintain accurate leave records; Ensure leave requests comply with established policies and procedures; Compile and prepare the Monthly PR Report; Collect operational reports and logbook information from staff; Present monthly budget reports during staff meetings; Ensure reports are submitted to the Regional Director and Vice President's Office within established deadlines; Prepare and process Travel Authorizations and supporting documentation prior to official travel; Coordinate travel approvals with management and relevant government offices; Review receipts and prepare travel vouchers following completion of travel; Maintain organized office files and administrative records; Ensure availability of required administrative and reporting forms; Assist in preparing official correspondence and administrative documents; Facilitate

communication between the Weather Service Office, regional partners, and government offices; Manage incoming and outgoing communications including emails, phone calls, and letters; Monitor and maintain office supply inventory including stationery, printer supplies, and office materials; Assist with tracking administrative supplies and weather observation materials; Follow office safety procedures and report unsafe conditions to management; Assist with office safety inspections and compliance with safety policies; Assist with scheduling meetings and maintaining office calendars; Provide administrative support to staff and management; Organize tasks and administrative activities to meet deadlines; Provide administrative support during periods of high workload or staff absences; Perform other duties assigned by the OIC / Acting Weather Service Coordinator.

Qualification Requirements:

Associate degree in Business Administration, Office Administration, Accounting, Management, or a related field from an accredited college or university. Must have 3–4 years of related work experience. Requires basic knowledge of office administration, recordkeeping, and financial documentation, with proficiency in Microsoft Word and Excel. Must possess strong organizational and time management skills, ability to maintain confidential information, and strong communication skills. Must be able to prioritize tasks and meet deadlines in a professional office environment.

Salary: A Salary range from \$25,000- \$38,000 per annum depending upon the qualifications of the applicant.

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

Office of Personnel	Office of National Weather Services
P.O. Box PS-35	P.O. Box 90

Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: 320-2248
Email: personnel@personnel.gov.fm	email: wilfred.nanpei@noaa.gov

The Office of Personnel will be accepting application/resume from today April 13, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER