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