

Expired: Administrative Specialist (FSM Department of Foreign Affairs) FSM Embassy, Washington D.C [closing date: January 10, 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:

Administrative Specialist

PL-28/1

\$609.68+120% (Foreign Service Premium(FSP)) = \$1,341.30 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 Foreign Affairs

FSM National Government

FSM Embassy, Washington D.C

DUTIES (ILLUSTRATION ONLY):

Plans, develops, organizes administrative services relating to personnel, budget, purchasing, fiscal, etc.; performs a variety of office/ Administrative functions; stores/issues offices supplies and equipment; keeps equipment and property records and coordinates repairs/maintenance; purchase supplies and

equipment; arranges transactions and prepares personnel documents, payroll etc.; establishes and control accounts and records; monitors expenditures; develops budget annual and supplemental budgets with jurisdictions; prepares fund status reports; develops quarterly logistic arrangements for the Ambassador and other staff of the embassy; performs other duties.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a degree in Business Administration, Accounting, or a related field, plus two (2) years of work experience in accounting and/or office administrative functions.

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