

Administrative Specialist (FSM Department of Justice) Pohnpei [closing date: 11/30/26]

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

\$609.71 B/W + \$40.00 COLA = \$649.71 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 Field, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Assist the Administrative Officer in the Coordinator; make arrangements for department and/or nation wide Finance meetings and conference; establishes 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 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 and protects operations by keeping information confidential; makes appointments for meetings, conference, etc., for the Secretary; performs other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a Associate degree in Business Administration, Accounting or related field with strong computer skills plus two (2) years of work experience in administrative and office management functions or equivalent.

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