

# **Expired: Administrative Specialist (FSM Department of Justice) Pohnpei [closing date: February 20, 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

\$610.00 B/W + \$40.00 COLA = \$650.00 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):**

Plan develops, organizes administrative service relating to personnel, budget, purchasing, fiscal etc.; performs a variety of office/ administrative functions. Plans and assigned work load; keeps equipment and property records and coordinates repairs/ maintenance; purchase supplies and equipment's; arranges personnel transactions and maintain control accounts and records; receives and screens all incoming conference calls,

schedule meetings; schedules and confirms travel and other necessary logistic arrangements for staff; performs other duties as assigned.

**Qualification Requirements:**

Graduation from an accredited college or university with a degree in Business Administration, Accounting or related field with strong computer skills plus two (2) years of work experience in personnel management, planning management analysis or closely related administrative work.

*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*