

# **Assistant Secretary (FSM Department of Finance and Administration) Pohnpei [closing date:07/23/2026]**

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:**

Assistant Secretary, Treasury Division  
PL-42/1

\$1,177.58 B/W + \$40.00 COLA = \$1,217.58 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:**

Division of Treasury  
Department Finance and Administration  
FSM National Government  
Pohnpei, FSM 96941

## **Duties & Responsibilities:**

Responsible to supervise the staffs of the division; responsible to establish accounting systems for all the FSM overseas offices and field offices; responsible to prepare all financial reports as required by laws and as requested by individual users of offices; maintains and ensures that all activities and the division is in compliance of all laws and regulations; reviews

all disbursement submitted; reviews and advises on financial reports submitted by the overseas offices; monitors processing and disbursement made at the field offices, FSM embassies and Consulate Offices; responsible to establish bank accounts as approved by the Secretary of Finance & Administration; perform other duties as assigned.

**Qualification Requirements:**

Graduation from an accredited college or university with a degree in Accounting, Business Administration, Public Administration, or any other related field plus five (5) years of work experience in accounting, business administration, public administration or related field, two (2) years must have been in supervisory and administrative capacity and possession of a working knowledge of government system.