Assistant Secretary, Division of Climate Change (FSM Department of Environment, Climate Change & Emergency Management) Pohnpei [closing date: 11/30/2026]

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, Division of Climate Change
PL-42/1
$1,177.58 B/W + $40 COLA = $1,217.58 B/W

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 Environment, Climate Change & Emergency Management (DECEM)
FSM National Government
Pohnpei Field, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Develop and manage the divisions long and short term plans, annual implementation plans and annual budget; develop and

integrate climate change development policies and strategies that aim to protect FSM’s resources for future generations; plan, implement , monitor and report on FSM international responsibilities and obligations with regards to ratified treaties, conventions, and protocols that are related to climate change; facilitate, advice and support that’s state counterparts and national collaborating partners in the areas of research, technical assistance, capacity building, and public education and awareness; develop or write funding proposal(s) to support that division’s; initiatives for the development of climate change related programs/projects; perform other duties as assigned.

Qualification Requirements:
Graduation from an accredited college or university with a bachelor’s degree in Climate Change, Environment and Natural Resource Management five (5) years of work experience in climate change, environment or related field.

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

---

Information & Technology System Specialist (FSM

Department of Justice) Pohnpei [closing date: 11/30/2026]

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:
Information & Technology System Specialist
PL-36/1
$862.12 B/W + $40.00 COLA = $902.12B/W

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
Immigration & Passport Services
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):
Install, support and maintain network, including server and desktop hardware and software infrastructure; Ensure the most cost-effective and efficient use of servers; Suggest and provide IT solutions to office and management problems; Ensure that all offices IT equipment comply with industry standards; Analyze and resolve faults, ranging from a major system crash to a forgotten password; Undertake routine preventative measures and implement, maintain and monitor network security; Monitor the use of the web by employees; Procures office network and computer hardware/

software; performs technology needs analysis; Evaluates, tests and recommend appropriate technology for use in Office; issue department publications on websites; manage email. Anti-spam and virus protection; develop and manage main office and field offices website; review materials that are to be posted on the web for adherence to website policies and standards; review department pages and keep information timely accurate; ensure web, mail and file server hardware and soft ware are running properly; perform other duties as assigned.

Qualification Requirements:
Graduation from an accredited college or university with a bachelor's degree in computer science or related field plus three (3) years of work experience in computer and information technology 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

---

Senior Tax Officer (FSM Department of Finance &

Administration_ Division of Custom & Tax Administration) Kosrae [closing date: 11/30/2026]

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:
Senior Tax Officer
PL-32/1
$706.22.69 B/W + $40.00 COLA= $746.22 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 Finance and Administration
Customs and Tax Administration Division
FSM National Government
Kosrae Field Office

Duties & Responsibilities:

Conduct tax audits and assessments to ensure compliance with tax laws; Review tax returns, financial statements, and records for accuracy and discrepancies; Implement efficient audit processes and risk assessment methods; Utilize data analysis for identifying trends and anomalies; Assist taxpayers in understanding and fulfilling their tax obligations; Provide

guidance on tax laws, regulations, and filing procedures; Participate in taxpayer education programs and workshops; Contributes to the development of educational materials and resources; Prepare detailed reports of audit findings and tax assessments; Maintain accurate records of audit activities, taxpayer communications, and case documentation; Ensure timely and accurate reporting to supervisors and authorities; Uphold high standards of accuracy and professionalism in tax-related activities; Collaborate with colleagues, team members, and relevant stakeholders; Coordinate with external agencies to facilitate tax compliance; Assist in the resolution of tax-related issues and disputes; Build and maintain positive relationships with clients and stakeholders; Engage in ongoing training and development to enhance tax expertise; Stay updated with changes in tax laws and industry best practices; Pursue relevant certifications or qualifications as required; Implement knowledge-sharing practices within the team; Engage in training, development, and performance planning; Contribute to planning work programs and state-level initiatives; Identify areas to improve processes in the CTA Field Office, apply best practices, and explore innovative approaches to enhance efficiency, accuracy, and effectiveness in tax operations; Identify opportunities for resource optimization, cost savings, and revenue generation, exploring innovative approaches to enhance financial efficiency and effectiveness within the department; Meet the obligations as an employee and comply with all policies and practices including the Code of Conduct; Understand all applicable legislation, regulations, and other technical requirements; Follow and support work practices that are safe and promote personal wellbeing; Complete other tasks, assignments and projects as requested by the Tax Team Leader or Field Office Manager on an ad hoc basis, that are within the incumbent’s capabilities.

Qualification Requirements:

Graduation from an accredited college or university with a bachelor's degree in business, Accounting, or similar field. At least Five (5) years of tax experience and two (2) years of audit experience.

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

---

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

Taxpayer Services Officer (FSM Department of Finance & Administration_Custom & Tax Administration Division) Yap [closing date: 11/30/2026]

It is the policy of the FSM Government that qualified FSM citizens are given 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:
Taxpayer Services Officer
PL 28/1
$609.68 BW + $40.00 = $649.68 BW

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:
Department of Finance & Administration
Customs and Tax Administration Division
FSM National Government
Yap Field Office

DUTIES (ILLUSTRATION ONLY):
Provide electronics services to the public, offering guidance on tax procedures, fulfilling tax obligations, and resolving common

tax issues; Develop self-service options to empower taxpayers in managing their tax affairs independently; Ensure easy-to-understand and accessible guidance is available to taxpayers; Respond to taxpayer enquiries via correspondence, telephone or at the public counter; Process tax returns accurately and efficiently; Manage tax registers, maintaining the security and authentication of taxpayer information; Oversee compliance for taxpayers and address related tax issues; Evaluate taxpayer satisfaction through customer experience management and satisfaction surveys; Contribute to public awareness initiatives; Ensure privacy of tax information for taxpayers; Collaborate with relevant stakeholders on a national level within the domain of taxpayer services; Support public education and awareness campaign; Enhance the accessibility and user-friendliness of electronic services for taxpayers; Facilitate the adoption of self-service options to empower taxpayers in managing their tax affairs; Maintain accurate tax registers while ensuring the security and authentication of taxpayer information; Identify areas for process improvement within the CTA Field Office, Implement best practices, and explore innovative approaches to enhance efficiency, accuracy, and effectiveness in operations; Meet the obligations as an employee and comply with all policies and practices including the Code of Conduct; Understand all applicable legislation, regulations, and other technical requirements; Follow and support work practices that are safe and promote personal wellbeing; Complete other tasks, assignments and projects as requested by the Field Office Manager on an ad hoc basis, that are within the incumbent’s capabilities.

Qualification Requirements:

Graduation from an accredited college or university with an Associate degree in Business, Accounting, or similar field. At least two (2) years relevant working experience.

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

---

Program Manager -National Ozone Unit (NOU) (FSM Department of Environment, Climate Change and Emergency Management (DECEM)) Pohnpei [closing date: 11/30/2026]

It is the policy of the FSM Government that qualified FSM citizens are 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:
Program Manager -National Ozone Unit (NOU)
PL-38/1
$954.69 B/W + $40.00 COLA = $994.69 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 Environment, Climate Change and Emergency Management (DECEM)
FSM National Government
Pohnpei Field, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Lead and facilitate trainings/ workshops for refrigeration and Air Conditioning (RAC), Certification of RAC technicians, Customs Officers, Customs Brokers and Importers and other relevant trainings for the Ozone Unit; Assist, collect and analyze data annually for reporting purposes to Ozone Secretariat; monitor and ensure that e-Licensing system for imports of controlled substances is implemented; assist in monitoring and overall implementation of projects and Activities expenditures and advise on potential issues and appropriate solutions; assist in preparing quarterly expenditures reports; assist in the preparation and review of the workplan(s) for projects; facilitate the exchange of information within and outside of FSM; to develop and/or edit awareness communication and outreach on ozone and ozone-depleting substances (ODS); lead and facilitate planning and preparation with all four states for World Ozone Day; provides logistical support and recommendations required and efficiently carry out official tasks; perform other duties as assigned.

Qualification Requirements:
Graduation from an accredited college or university with a bachelor degree in Environmental Science or related field plus at least two (2) years of work experience in the subject matter field.

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

---

Assistant Fisheries Economist & Market Analyst/ Fisheries Economist & Development Division (FSM National Oceanic Resource Management Authority) Pohnpei [open until filled]

The Government of the Federated States of Micronesian (FSM) seeks well qualified individuals to fill the position of **Assistant Fisheries Economist & Market Analyst/ Fisheries Economist & Development Division,** FSM National Government at the Office of National Oceanic Resource Management Authority.

Duties & Responsibilities:

- Facilitate development and implementation of vessel day trading strategies in consultation with relevant partners and stakeholders.
- Thoroughly review regional and national reports on fisheries management and development.
- Utilize economic models to, inter alia, estimate catch values and profitability of fishing fleets. Use this

analysis to input clear and relevant economic recommendations to NORMA management.

- Work with Senior Fisheries Economist to compile a set of economic indicators for the national tuna fisheries sector based on international standardized methodologies.
- Use these indicators for reporting obligations on economic information about the tuna sector to national, sub-regional, regional and international organizations.
- Undertake or assist with economic research activities in collaboration with SPC, FFA and PNAO as needed.
- Assist in providing economic analysis of fisheries development plans and other collaborative economic research activities as needed.
- Assist in preparing briefs for NORMA management for access negotiations with distant water fishing nations with analysis of catch values and profitability of fleets for comparison with proposed access charges.
- Assist in undertaking analysis of options to increase returns through pooling days with other PNA members and the use of tender or auction systems.
- Collect and collect operational and economic data on domestic and locally based fishing vessels on a regular basis.
- Analyze the economic contribution made by domestic and locally based vessels and develop recommendations on concessionary access fees and/or other public support.
- Review and contribute to recommendations on the feasibility, costs and benefits of (public and private) investment proposals in the tuna sector, including onshore developments.
- Assist in preparing reports to the NORMA Board, and other bodies on the economic aspects of the fishery and returns achieved.
- Assist in preparing monthly and other required reports for

management.

- Assist the Senior Fisheries Economist to evaluate the economic impact of fisheries conservation proposals and declared Marine Protected Areas.
- Liaise closely with economists working for FFA and PNAO for mentoring and support.
- Assist with representing NORMA at relevant meetings to secure economic well-being of FSM in the fisheries sector.
- Perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or University with a degree in Economics or equivalent; Specialized training in modelling and other forms of economic analysis is desirable; Experience in fisheries and/ or Pacific Island administrations is desirable; Demonstrated economic analyst experience; Excellent oral and written communication skills; Excellent computer literacy; Experience in the public service and fisheries is desirable; Fluent in English (oral and written); Excellent attention to detail and process; Highly motivated, trustworthy and dependable; Honest and committed to work; Supportive and accountable to effective delivery of services to client.

Salary: A Salary range of $25,000 per annum depending on the qualification of the applicant.

To Apply: Submit resume or application by mail to the following addresses:

Office of Personnel	National Oceanic Resource Management Authority
P.O. Box PS-35	P.O. Box PS122

Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691) 320-2700/5181
Email: personnel@personnel.gov.fm	Email: norma@mail.fm

The Office of Personnel will be accepting application/resume from today October 27, 2026 until filled.

Legal Specialist (FSM Office of National Oceanic Resource Management Authority) Pohnpei

The Government of the Federated States of Micronesian (FSM) seeks well qualified individuals to fill the position of Legal Specialist, FSM National Government at the Office of National Oceanic Resource Management Authority.

Duties & Responsibilities:

Responsible for the delivery of services and outputs of the legal unit; manage and mentor staff within the Legal Unit; contribute to the overall management of NORMA; lead in the development and implementation of fisheries laws and regulations and language in fishing access agreements; ensure compliance with national, regional and international fisheries obligations; represent NORMA at national, regional and international meetings

and events as requested by the Executive Director; work with NORMA's local, regional and international partners to carry out NORMA's business; lead public outreach, stakeholders engagement and communications relevant to the Legal Unit; Lead and/or contribute to national and regional projects undertaken by NORMA; perform other duties as assigned.

Qualification Requirements:
Graduation from an accredited law school with a Bachelor of Laws (LL.B.), Juris Doctor (J.D.), or equivalent recognized legal qualification; admission to the Federated States of Micronesia (FSM) Bar or authorization to practice law in another jurisdiction; and a minimum of five (5) years of progressively responsible professional legal experience. Experience in fisheries law, maritime law, environmental law, natural resource management, administrative law, or a related legal field is highly desirable. Demonstrated experience in legal research and analysis, drafting legal opinions and legislative instruments, providing legal advice, and handling regulatory compliance or enforcement matters is preferred. Experience in supervising staff, managing legal functions, and working with national, regional, and international organizations is an advantage.

Salary: A Salary range of $51,040 per annum depending on the qualification of the applicant.

To Apply: Submit resume or application by mail to the following addresses:

Office of Personnel	National Oceanic Resource Management Authority
P.O. Box PS-35	P.O. Box PS122
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941

Phone: (691) 320-2618/2642	Phone: (691) 320-2700/5181
Email: personnel@personnel.gov.fm	Email: norma@mail.fm

The Office of Personnel will be accepting application/resume from today October 27, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Postal Clerk Aide (FSM Postal Services) Kosrae [closing date: 11/11/2026]

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:
Postal Clerk Aide
PL-14/1
$350.61 B/W + $40.00 COLA = $390.61 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:
Postal Office

FSM National Government
Kosrae Field Office

DUTIES (ILLUSTRATION ONLY):

Processes and dispatches out-going mail including the cancelling, weighing, recording, and proper labeling of mail to meet required Postal standards; Maintaining all registered mail records for in-coming and out-going mail for exchanges office in Guam, Honolulu, Pohnpei, Chuuk, Yap and Kosrae; Distributes in-coming mail in Post Office boxes or general delivery; Checks retention period of all mail on a weekly basis and returns unclaimed mail after expiration of holding periods; Handles customer inquiries and general correspondences; Maintains accurate records of all boxes, issues payment due notices to understanding box holders; Operates the computerized tracking and tracing system (CTTS) on Accountable mails, trackable mails and files reports on a daily basis; Performs consolidation for the clerks.

Qualification Requirements:

Highschool graduate with six (6) months to one (1) year of experience and be able to read, write, and understand English. Knowledge in computer and Microsoft word and excel.

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

Assistant Director (FSM National Oceanic Resource Management Authority (FSM NORMA)) Pohnpei [closing date: 11/10/26]

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:

Assistant Director – Fisheries Management Division
PL-42/1
$1,177.58 B/W + $40.00 Cola = $1,217.58

This is the minimum rate at step one of the grade. Higher rates maybe authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

National Oceanic Resource Management Authority (NORMA)
Division of Fisheries Management Division
FSM National Government
Kolonia, Pohnpei FM 96941

DUTIES &RESPONSIBILITIES:

Responsible for overall operation of the Fisheries Management Division; Responsible for delivery of divisional requirements in the NORMA Strategic and Corporate Plans; Responsible for consolidation and management of all fisheries data relevant to

NORMA; Ensure that reports and data analysis presented to NORMA management are well structured, complete and quality assured through collaboration with other Divisions; Lead delivery of expert advice to NORMA management on fisheries management related issues based on consultation and input from all other Divisions and relevant sources; Support NORMA management in fisheries access negotiations; Implement access agreements as agreed in negotiations by ensuring all regulations and procedures are followed; Liaise with foreign companies on matters relating to their agreement and permits; ensure legislation, regulation, policies, plans and procedures for FSM fisheries operations are up to date; Provide research, analysis and advice to NORMA management on current/new developments in fisheries management systems and schemes; Liaise with state and other federal agencies and stakeholders in relation to fisheries management and development; Represent FSM/NORMA at regional and international forums when required; Ensure that all regional/ international obligations are met by NORMA for FSM; Ensure that relevant stakeholders in FSM are consulted and aware of FSM's national/regional/international obligations; Responsible for overall management of the of the VDA for FSM; Ensure licensing and management systems are continually reviewed and improved to maximize efficiency and effectiveness; Manage, account, report and reconcile fisheries revenue earned by NORMA for the FSM; ensure NORMA is able to facilitate and effectively respond to periodic audits; Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's Degree in Fisheries Management, Natural Resource Management, Marine Studies, Environmental Studies, Economics or equivalent, specialized training and/or certification in various fisheries management and data systems is desirable plus five (5)

years’ work experience in fisheries management and experience in Pacific Island administrations is desirable.

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