Clerk Typist (FSM National Election Office) Chuuk [closing date: open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking a well-qualified individual to fill the position of **Clerk Typist** with the FSM National Government, Election Office. The position will be based in **Chuuk State**.

Duties & Responsibilities:

Perform a Complex Clerical Services for the Office of the National Election Director under the direct supervision of the Director; Registrations of voters; issuance of voter IDs; Assist clerks in updating master listing; Typing letters, announcements, memorandums, statistical tabulation; filing, proofreading delivering pouches, letters and messages to its appropriate destinations; greet visitors and perform such other duties as assigned by employer.

Qualification Requirements:

Graduation from an accredited college or University with an AS Degree; Detail-Oriented and efficient professional with three (3) years of experience specializing in clerk typist work; A solid understanding of the FSM National Gov’t election regulations, including voter registration, time able, polling requirements and absentee ballots and mail-in ballots.

Salary:

A salary of $540.00 biweekly depending upon qualification of the applicant.

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

Office of Personnel	Office of National Election
P.O. Box PS-35	P.O.Box PS-156
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691)3207805
Email: personnel@personnel.gov.fm	Email: ned@fsmned.fm

The Office of Personnel will be accepting application/resume from today September 24, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Program Manager for Marine Resources (FSM Department of Resource and Development_Division of Marine Resource) Pohnpei [closing date: 10/24/2026]

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:
Program Manager for Marine Resources
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 Resources & Development
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

1. Develop national fisheries, aquaculture and mari-culture development and conservation policies, plan institutional structure and coordinate the roles of the private, public, and fisheries agencies, including maintaining a close working relationship with the State and National Fisheries agencies and private sector fishing activities.
2. Oversee and coordinate implementation of the SDP relating to the National Government's functions in developing the nation's economy in marine resource management and development and in formulating and recommending long-term economic development of fisheries policies including updates to the SDP – Fisheries Sector.
3. Identifies sources and recommends to the Department to secure the needed programs and funding as may be available to the country from outside donor agencies and organizations.

4. Maintains a cooperative relationship with international agencies, institutions and organizations as well as the local institutions and organizations.
5. Maintains adequate records and prepares reports for submission.
6. Coordinates the department involvement and assistance in a variety of programs and activities in the states and with other local institutions.
7. Supervises and directs the daily activities of the sector.
8. Responsible for the proper maintenance and use of all equipment and office supplies.
9. Coordinate requests from the states to the department and seeks appropriate resource agencies for assistance.
10. Keep abreast of the national, state and municipal laws.
11. Monitors technological advances, and promotes development of improved sanitary Standards in handling and processing of marine products and performs audit for fishing Industry in compliance to USDA HACCP Regulations.
12. Prepares and assists with the preparation of policy statements with regards to fisheries, establishes priorities of scientific research when required and directs the overall program of investigations of marine resources, inspects and certifies all fishery shipment/export out of the country.
13. Liaises with regional and international groups on fisheries-related matters of significant interests to the nation as may be directed by the Secretary.
14. Advises the Secretary of the Department of Resources & Development and other agencies and instrumentalities of the government on all matters pertaining to marine resources.
15. Performs other related duties as assigned.

Qualification Requirements:

Graduation from University or College with bachelor’s degree in Fisheries/Marine Science/Biology or a related area. At least two (2) years of work experience in Fisheries Management or closely 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

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Secretary/Court Reporter II (FSM Supreme Court) Pohnpei [closing date: 10/24/2026]

It is the policy of the FSM Government that qualified FSM citizen is given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Secretary/Court Reporter II
PL 27/1
$581.63 B/W + $40.00 Cola = $621.63 B/W

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 qualifications of the appointee.

LOCATION:

FSM Supreme Court
FSM National Government
Palikir, Pohnpei 96941

DUTIES & RESPONSIBILITIES:

Performs normal secretarial duties to the Chief Justice and Associate Justices, works under the supervision of the Chief Clerk of courts in daily clerical duties, including handling court files, maintaining court records, securing information for justices, administering oaths, authenticating copies of court judgements and orders, filing of court documents, docking , uploading on Case tracking System, issues notices, summons on parties, records court proceedings, provides translation when needed reduces accurate managing court calendars, assists in production of statistical reports and organization the courtroom. The Secretary/ Court Reporter works in tandem with court justices, lawyers, court officials and other agents to ensure that court functions are diligently carried out, and perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduated from a two-year College with major in Secretarial Science or related field plus at least three years of experience in an administrative clerical or court -related role.

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 Officer II (FSM Office of Veterans Affairs) Pohnpei [closing date:10/5/2026]

It is the policy of the FSM Government that qualified FSM citizens first priority for employment consideration; with other Micronesia and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Administrative Officer II
PL-36/1
$862.12 B/W + $40.00 COLA = $902.12 B/W
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:

Office of Veterans Affairs
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES AND RESPONSIBILTIES:

Coordinates the day-to-day operation of the Office; coordinates the preparation, formulation and justification of the office's budget; responsible for ensuring that all budgeted position are filled, initiates examination announcement for vacancies, review certification list and conducts interview; manages the department's accounts, order supplies and prepared payment requests and track expenditures; oversee the inputting expenditure report and generates
monthly expenditure reports, confirm travel and other necessary

logistic arrangement for the Director; coordinates and handle the office's monthly and other activity reports and perform other duties as assigned.
QUALIFICATON REQUIREMENTS:
Graduated from an accredited college or university with a bachelor's degree in business administration, Public Administration or related field plus 4 years of work experience in administrative management.

Secure Application Forms From and Return to FSM National Government Personnel Office or send your application to email address:
personnel@personnel.gov.fm

State Facilitator (SF) (FSM Department of Resource & Development) Yap [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking highly qualified individuals to fill the position of **State Facilitator (SF)** for the Small Islands Food and Water Project, at the Department of Resources & Development (DoRD), FSM National Government. This position will be based in Yap State

Overview of the Position:

The State Facilitator (SF) will have operational

responsibilities for day-to-day activities in the respective states. The SF will act as the main link between the National Delivery Unit at the FSM Department of Resources & Development, State focal points and target communities. S/-he will have experience in management and leadership, and socially inclusive community development, and will be expected to drive the community consultation and project implementation process under all components in the islands. Further on, the SF will be responsible will regularly report back to the National Technical Manager (NTM) and NDU team on progress as well as on any issues encountered during project implementation.

Duties and Responsibilities:

1. Prepare and submit to the NTM, on a regular basis, reports on all matters relating to project implementation (in the required format and to the agreed timetable) covering implementation progress, problems experienced and issues to be addressed, including a time bound action plan with defined responsibilities.
2. Based on the overall approved AWPB, develop a detailed work plan and budget for activities within the island, in close collaboration with the Community Outreach Officer (COO) and Investment Specialist (IS) for activities under Component 1 and 2 respectively, and report back to NTM on implementation progress.
3. Mobilize and sensitive target communities about project objectives, the importance of social inclusion, activities and opportunities, in a gender and youth sensitive manner.
4. Collaborate closely with the Community Outreach Officer for data collection and analysis for targeting of the interested groups and households/farmers/individuals for investments under component 2.
5. Ensure that women, youth and PWDs are able to participate fully and benefiting from the project investments under

component 2 (that are the priority groups based on the selection criteria).

6. Promote and disseminate information on SIFWaP as broadly as possible in target communities.
7. Coordinate project implementation at community level, in coordination with other component implementers (Community Outreach for Component 1 and Investment Specialist for Component 2).
8. Work closely with the Community/State/Islands Committees and support the Community/State/Island Development Plans with focus on food, nutrition and water that will be the entry point of investment interventions under Component 2.
9. Keep records of distribution and of materials, tools and equipment and performance and output of agricultural activities to the target beneficiaries.
10. Keep records of community, groups and households' contributions to all project activities including on investment interventions under Component 2.
11. Provide awareness, mentoring and facilitation support to strengthen the capacity and leadership skills of existing and newly formed community groups under all components.
12. Prepare materials and provide training to field supporters with focus on community mobilization, food, nutrition and water security at community level.
13. Collect information and feedback from the communities about: (a) the validation of the community plan; (b) the implementation of Components 1 and 2, including progress, achievements and impact. This has to be done in a gender/youth sensitive manner to ensure that women/youth specific feedback is captured and reported.
14. Provide advice to the community on basic nutrition, help to establish community nurseries, organize and deliver agriculture training and related advice, work with the WUGs to ensure well-functioning, managed and maintained

water systems.

15. Inform on the progress and impact of the project and ensure that feedback from communities (especially vulnerable and disadvantaged groups) is recorded to inform progress reporting, monitoring and the preparation of success stories from the field.
16. Manage project assets on the island, keeping an inventory of assets and submitting inventory reports to the NDU team in alignment with defined timelines.
17. Play the project focal point role in the State. Liaise, inform and coordinate with the State Council and work closely with the agriculture/IA extensions office on the Islands.
18. Strengthen socially inclusive state community linkages with development partners. Support target islands and communities to develop or improve linkages with government and non-government agencies for future development interventions.
19. Support on any other project tasks as per instructed by the NTM.
20. Facilitate training of Field Support (FS) and enumerators on i.a. data collection and coordinate with subject experts/training providers to ensure a smooth delivery of trainings/workshops. Evaluate all training, keep records of attendance with sex and age desegregated data. Maintain records on all training delivered.
21. Cooperate fully with the NDU in the conduct of external and internal audits of project operations.
22. Monitor the use of funds for activities implemented on the island, ensuring that expenditures are in line with approved AWPBs.
23. In close collaboration with NTM and the CPCU, support baseline, mid-line and end-line data collection.
24. Promote transparency and accountability in implementation

procedures.

25. Cooperate with and provide necessary information to IFAD supervision missions, and implementation support/evaluation missions as requested.
26. Provide timely updates to the NTM and/or FAP of any identified potential or actual issues and bottlenecks to implementation and propose mitigating/remedy actions.

Qualification Requirements:

A college degree in Agriculture, Environment, and Organizational Management, Community Development or related fields is preferred. In the absence of a college degree, the State Facilitator should have experience on community mobilization, with knowledge on agriculture, food, nutrition and water issues that the State is facing; have minimum of 3 years on engaging with communities and working with international agencies or NGOs.

Salary:

The annual salary is $16,560 per annum depending upon qualification of the applicant.

To apply:

Send application, resume, and other supporting documents to the following addresses:

Department of Resource & Development
P.O. Box PS-12
Palikir, Pohnpei FM 96941
Phone: (691) 320-2646/5133/2620

Office of Personnel, FSM
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642

Email: fsmrd@rd.gov.fm
Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from **September 18, 2026** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

PHIG Field Technician (FSM Department of Health & Social Affairs) Pohnpei [open until filled]

The Government of the Federated States of Micronesian (FSM) seeks well qualified individuals to fill the position of **PHIG Field Technician,** FSM National Government at the Department of Health & Social Affairs.

Duties & Responsibilities:
Perform routine inspections and preventive maintenance of building systems (HVAC, plumbing, lighting, doors, fixtures); Troubleshoot and repair electrical, mechanical, and utility systems in health department facilities; Conduct minor carpentry, painting, and infrastructure repairs to ensure compliance with health and safety codes; Service and repair a variety of department vehicles including staff cars, vans, mobile clinics, utility trucks, and trailers; Perform diagnostics and repairs on gas and diesel engines, electrical systems, brakes, and cooling systems; Maintain and repair small

marine craft and outboard motors used in field health operations; respond to urgent repair requests during business hours and on-call shifts; Support setup and mechanical readiness for clinics, events, and backup operations; Maintain accurate service records and maintenance logs; Assist in managing inventory of tools, equipment, and spare parts; Ensure all work is performed in accordance with safety regulations and departmental protocols; Coordinate with vendors for specialized services and inspections; Nature of work will be performed both indoor and outdoor, sometimes in adverse weather conditions.

Qualification Requirements:
Graduation from an accredited college or University with an associate degree in Technical Field; At least two (2) to three (3) years of experience in technical & maintenance. Ability to operate vehicles, heavy equipment, boats & maintenance.

Salary: A Salary range of $20,000-$22,000 per annum depending upon the qualifications of the applicant.

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

Office of Personnel	Department of Health & Social Affairs
P.O. Box PS-35	P.O. Box PS-70
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691) 320-2619/2643
Email: personnel@personnel.gov.fm	Email: health@fsmhealth.fm

The Office of Personnel will be accepting application/resume from today September 18, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Quarantine Officer I (FSM Department of Resource & Development) Yap [closing date: 10/18/2026]

It is the policy of the FSM Government that qualified FSM citizen is given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:
Quarantine Officer I
PL 26/1
$554.84 B/W + $40.00 Cola = $594.84B/W

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 qualifications of the appointee.

LOCATION:
Department of Resource and Development
FSM National Government
Yap Field Office

DUTIES & RESPONSIBILITIES:

Performs pest surveillance and monitoring production of quarterly report on surveillance; inspect export commodities, treat if necessary and certify such export commodities in accordance with the requirements of the importing country; inspects and treat if necessity imported commodities in order to protect the country from the introduction of new pests and disease; inspects area within the Pohnpei State airport Terminal and other points of entries such as Kolona harbor, Kapingamarangi anchorage, Sapwuafik anchorage, Nukuoro anchorage and FSM Post Office in Kolonia and Palikir for quarantine inspections; submit monthly reports to the Assistant Secretary of Agriculture, Program Manager for Agriculture and the Secretary of the Department of Resources and Development; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduated from an accredited college or university with an Associate of Science degree in Agriculture or a related field and have at least two years of work experience in a related area.

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

Expired: Quarantine Officer I (FSM Department of Finance and Administration) Chuuk [closing: 10/18/2026]

It is the policy of the FSM Government that qualified FSM citizen is given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Quarantine Officer I
PL 26/1
$554.84 B/W + $40.00 Cola = $594.84B/W

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 qualifications of the appointee.

LOCATION:

Department of Resource and Development
FSM National Government
Chuuk Field Office

DUTIES & RESPONSIBILITIES:

Performs pest surveillance and monitoring production of quarterly report on surveillance; inspect export commodities, treat if necessary and certify such export commodities in accordance with the requirements of the importing country; inspects and treat if necessity imported commodities in order to protect the country from the introduction of new pests and disease; inspects area within the Pohnpei State airport Terminal

and other points of entries such as Kolona harbor, Kapingamarangi anchorage, Sapwuafik anchorage, Nukuoro anchorage and FSM Post Office in Kolonia and Palikir for quarantine inspections; submit monthly reports to the Assistant Secretary of Agriculture, Program Manager for Agriculture and the Secretary of the Department of Resources and Development; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:
Graduated from an accredited college or university with an Associate of Science degree in Agriculture or a related field and have at least two years of work experience in a related area.

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

Budget Analyst III (FSM Department of Finance & Administration) Kosrae [closing date: 10/12/2026]

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:
Budget Analyst III
PL-34/1
$779.30/W + $40.00 COLA = $819.30 B/W

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

LOCATION:
Department of Finance & Administration
FSM National Government
Kosrae Field Office

DUTIES&RESPONSIBILITIE:

Review evaluates and edit budget narrative justification assuring conformity with the established format and the validity of the expressed needs for fund; recommend appropriate action on budget request; collect and complies research material for use as a set ofreference on congressional and other hearing; collect information and prepares supporting tables andcharts for the apportionment and allotment request; analyst financial report projects trends of obligation and expenditures and advise the assistant secretary of potential problems when necessary; prepares and expedites quarterly and other allotment; maintain accurate and update files and record of allocation allotment; and related material prepared by the division; analyze the relation between budget request and performance date; assist in representing the office during congressional budget request; collect data needed for compliance of the finance expenditure plan for compact section 221(b) SBG funds on an annual basis to be submitted to U.S department of interior as require under the terms of the compact; performs other duties assigned.

QUALIFICATION REQUIREMENTS:

Graduated from an accredited college or university with a Bachelor's degree in Accounting, Business Administration, or a related field, plus four (4) years of work experience in budgeting and two (2) year of experience as a Budget Analyst II.

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

Management Service Officer (FSM National Government, Department of Transportation, Communications & Infrastructure (TC&I) – Project Management Office (PMO)) Chuuk

The Government of the Federated States of Micronesia (FSM) seeks well-qualified individuals to fill the position of **Management Service Officer (MSO)** within the FSM National Government, Department of Transportation, Communications & Infrastructure (TC&I) – Project Management Office (PMO), located in Chuuk

State.

Duties & Responsibilities:

- Supervise and perform administrative assignments in a variety of areas such as personnel, finance, supply, budget or other areas;
- Undertake general financial administration including raising orders/invoices; process payments; input budget figures; ensure transactions are properly recorded and entered.
- Assist in preparation of budget requests; compiles fiscal and statistical data;
- Supervise office supplies and equipment inventories;
- Approve ordering supplies, equipment and materials necessary for the office and arrange repairs when necessary;
- Prepare meeting papers and documents including agendas, portfolios, profiling records, anecdotes, schedules, summaries drafts of directives, proposals of action plans to be considered, etc.;
- Manage all fiscal costs and budget contracts and procedures including monitoring of the purchasing of goods and services. Prepare detailed and comprehensive reports of findings and recommendations in the area of responsibilities;
- Interpret administrative policy and relay instruction of policy and procedures revision;
- Receive inquiries from the public by letter, telephone, or in person and furnish information or direct the inquiry to the proper source for answer; Assist with developing, overseeing and participating in staff development; perform other related duties as assigned.

Qualification Requirements:

Graduate from an accredited college or university with a degree in management or related field plus two (2) to three (3) years of experience in related fields.

Salary:
A salary ranging from **$15,454.32 to $21,176.48 per annum**, depending on the qualifications and experience of the selected applicant.

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

Department of TC&I **Office of Personnel**

P.O.Box Ps-2
P.O. Box PS-35

Palikir, Pohnpei FM 96941 Palikir, Pohnpei FM 96941

Email: pmu@tci.gov.fm Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from today until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER