

Analytics Manager (FSM Department of Finance & Administration) Pohnpei

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:

Analytics Manager

PL-38/1

\$954.69 B/W + \$40 COLA = \$994.69 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 Finance & Administration
Division of Custom and Tax Administration
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

To lead, oversee, and develop the division's data analytics capability. The role involves managing the effective use of data from the RMS and ASYCUDA systems, ensuring high-quality insights, audit selections, compliance assessments, and operational reporting. The Analytics manager will drive evidence-based decision-making, guide improvements in business processes, and provides leadership and technical support to analysts within the division; perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a Bachelor's Degree in data analytics, Accounting, Business, computer science, information technology or in a related field plus 2 to 3 years of work experience in data analytics and compliance, or other 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

Financial Management Specialist (FSM Department of Finance and Administration) Pohnpei

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POSITION AND SALARY:

Financial Management Specialist

PL 32/1

\$706.22 B/W + \$40 COLA = \$746.22B/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 Finance & Administration
Division of Treasury
FSM National Government
Palikir, Pohnpei 96941

DUTIES (ILLUSTRATIVE ONLY):

Responsible in preparing the funds status reports on all CFSM Funded Projects for the FSM State CFSM projects and all other funds that the President/Vice President are the allottees; Ensure that all transaction of all the funds were posted accordingly and that expenditures do not exceed the authorized funding level; maintain manual ledgers for all the CFSM Projects accounts; prepares schedules needed for financial statements upon requests by the Auditors and assists the Auditors with their transition, ledgers and all needed documents during the auditing period in the Division; certifies funds availability of all Federal Programs, General Funds and CFSM funds; and perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or University with a Bachelor Degree in Business Administration, Accounting or closely related fields plus three (3) years of work experience in financial management, preferably in Accounting area.

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personnel@personnel.gov.fm*

Tax Team Leader (FSM Department of Finance and Administration) Kosrae [closing date: 6/13/2026]

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POSITION AND SALARY:

Tax Team Leader

PL-34/1

\$779.30 B/W + \$40.00 Cola = \$819.30

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 Custom & Tax Administration

Department of Finance & Administration

Kosrae Field Office

DUTIES (ILLUSTRATION ONLY):

To lead and guide the customs team, analyze trade data for process improvement, ensure compliance, provide mentorship, and

contribute to effective cross- functional collaboration for efficient and ethical customs operation; performs technical customs inspections of incoming cargoes at wharf, business premises, post office and airports and clearance of incoming carries and vessels; inspects deplaned passengers and baggage for taxable, smuggled, and unallowed items; assess taxes on them, or seize them if necessary; assesses and collects correct import duties through Customs Automated System; ensures proper documentation made upon all import clearance according to import requirements, considering legal restrictions, country of origin, import quotas, and current market values; issues clearances to outgoing vessels and aircrafts; assist customers on quarterly returns/ reports; files quarterly returns and reports; deliver demand notices for payment; conducts audits on medium size businesses(PCA & Income/Wages/BGR); prepare audit reports; prepares and deliver summons; prepares and deliver levy; update delinquent accounts; provides technical assistance and advise to Customers on national tax matters; provide training on issues of Customs and Tax; organizes with approval of OIC/DAS plans for CTA; ensure all duties of tax officers flow properly; involves self in the planning of all operations for the year; perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a bachelor's degree in Business Administration, Accounting, Finance, or a related field, plus three (3) to four (4) years of relevant work experience.

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Account Technician III (FSM Department of Finance and Administration) Pohnpei

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POSITION AND SALARY:

Account Technician III

PL 24/1

\$465.52 B/W + \$40.00 Cola = \$505.52 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:

Department of Finance & Administration

Division of Treasury

FSM National Government

Palikir, Pohnpei 96941

DUTIES (ILLUSTRATIVE ONLY):

Assist in the establishment and maintenance of procurement records files; assist in receiving and verifying outgoing, incoming cargo against -shipping documents, purchases order and prepares receiving reports; participates in loading, unloading of merchandise to and from the warehouse; transmits invoices

from various vendors to accounting division for payments; maintains fixed assets in clearing outstanding PO advances; perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or University with a Associate Degree in Business Administration, Accounting or other related fields, plus two(2) to three(3) years of experience in accounting, or a related field.

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personnel@personnel.gov.fm

Budget Analyst III (FSM Department of Finance and Administration) Pohnpei

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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
Palikir, Pohnpei FM 96941

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 of reference on congressional and other hearing; collect information and prepares supporting tables and charts 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 two (2) to three (3) years of work experience in budgeting and one (1) year of experience as a Budget Analyst II.

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personnel@personnel.gov.fm*

Computer Programmer IV (FSM Department of Finance and Administration) Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Computer Programmer IV**, FSM National Government at the Department of Finance and Administration.

Duties & Responsibilities:

Develop and maintain custom applications for financial reporting and transaction processing; Support integration between legacy systems (e.g., Fund ware) and new platform (e.g., Free Balance FMIS, Revenue Management RMS); Create SQL-based reports and dashboards for budget execution and reconciliation; Collaborate with finance officers to translate operational needs into software solutions; Troubleshoot and resolve system errors,

bugs, and performance issues; Document code, workflows, and system configurations for knowledge transfer; Provide training and mentoring to junior staff and state level IT personnel.

Qualification Requirements:

Graduation from a recognized College or University with a degree in Computer Science, Information Systems, or related field plus three (3) years of experience in software development or systems programming; Proficiency in SQL, C#, or Java; familiarity with Crystal Reports, Power BI, BIRT is a plus; Experience working with financial systems or government accounting platforms; Strong problem- solving and communication skills commitment to capacity building and knowledge sharing within FSM.

SALARY: A Salary range from \$23,959 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 Finance & Administration
P.O. Box PS-35	P.O. Box PS-158
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691) 320-2645/2867
Email: personnel@personnel.gov.fm	Email: fsmdofa.fm

The Office of Personnel will be accepting application/resume from today August 28, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Budget & Economic Advisor (FSM DOFA) – Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Budget & Economic Advisor** in the Department of Finance & Administration, FSM National Government, Palikir, Pohnpei FM 96941.

Duties & Responsibilities:

Oversee the review and drafting of updated regulations and procedures manual to support the implementation of the new FMIS; lead the coordination of technical aspects of the updated regulations and procedures at National and State levels, including the coordinating related development partner programs; provide advice and support to Budget management and staff of plan and deliver the Division responsibilities to transition to the new FMIS: assist with review of Project Control Documents to strengthen public project implementation; develop and implement programs to transfer skills and knowledge to government staff to be able to manage Economic Functions; assist with drafting of the Annual Economic and Fiscal Updates; assist with review of Congressional Acts and draft recommendations to the Office of the President; provide general support to the Secretary of Finance & Administration and Assistant Secretary of Budget and Economic Management on economic, fiscal and financial budget implementation; represent DOFA in other Government initiatives relating growth and development of the FSM; performs other duties as assigned by the Secretary, DOFA.

Qualification Requirements:

Graduation from accredited college or university with a Master degree in Economic, Administration, Business and Management or related field plus five (5) years and/or practical experience in private sector or government in Budget.

Salary:

The biweekly salary is \$1,538.46, which includes a \$40 COLA, depending on the qualifications of the applicant.

To apply:

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

Department of Finance & Administration		Office of Personnel, FSM
P.O. Box PS-158		P.O. Box PS-35
Palikir, Pohnpei FM 96941		Palikir, Pohnpei FM 96941
Phone: (691) 320-2640/5852		Phone: (691) 320-2618/2642
Email: adurablert7@gmail.com		Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from December 9, 2024 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER