

Secretary (FSM Department of Finance & Administration_ Division of Investment)Pohnpei [closing date:4/25/2026]

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:

Secretary

PL-20/1

\$427.24 B/W + \$40.00 COLA = \$467.24 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 & Administration

FSM National Government

Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Established 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 purchases 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

for the division employees from time and attendance cards; make appointments for meetings, conference, etc. for the Assistance Secretary; performs other duties as assigned.

Qualification Requirements:

Graduation from two years college in Secretarial Science plus least two (2) years of clerical or administrative support experience; Demonstrated ability to manage office tasks such as filing, scheduling, and correspondence; Basic proficiency with office software (e.g., Microsoft Word, Excel, Email systems).

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 [closing date:
4/3/2026]**

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:

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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Government Personnel Office

*or send your application, resume, along with other credentials
to the below email address:*

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