National Police Lieutenant (FSM DOJ) Pohnpei [closing date: December 12, 2025]

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.

<u>Position and Salary:</u> National Police Lieutenant

PL 28/1

\$609.71+ \$40 Cola = \$649.71

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 Palikir, Pohnpei 96941

<u>Duties & Responsibilities:</u>

Incumbent shall perform difficult supervisory police work in directing police operations; plan, supervises, assign, and direct all shifts under his command; advises and instructs police personnel in the methods, techniques, and procedures necessary to be employed in preliminary investigation, arrest, etc., makes studies regarding overall operating methods, procedures, problems and prepares recommendation for improvement, prepares and supervises the preparation and submissions of a variety of reports; prepares work schedule and

daily assignments of his subordinates and equipment's to ensure readiness to meet emergencies or unusual circumstances; may travel to other FSM states to provide police assistance or perform presidential security; testify in court as government witness, perform honor guard duties, extradition function and occasionally provide assistance to states law enforcement agencies.

Qualification Requirements:

Graduation from an accredited college or university with an Associate degree in Law Enforcement, Criminology, Public Administration, or a related field plus two (2) to three (3) years of progressively responsible law enforcement 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

Expired: FSM Immigration and Passport Services Customer Representative (DOJ_Division of Immigration) Pohnpei

[closing date:11/27/2025]

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:

FSM Immigration and Passport Services Customer Representative

PL-26/1

\$554.22 B/W + \$40.00 COLA = \$594.22

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:

FSM Department of Justice Immigration and Passport Services FSM National Government Pohnpei, FSM 96941

DUTIES &RESPONSIBILITIES:

Assist in arranging and setting up files, responsible for answering and managing large volume of customer calls regarding FSM passport application, status, passport application's process and any related Immigration issued. Provide guidance to FSM citizens regarding passport submissions, renewals, and required documentation; Respond to passport inquires received via telephone, email, and in-person, ensuring accurate and timely information is provided; Assist review and verifying submitted documents for completeness and compliance with applicable regulations; Assist in monitoring service delivery standards and contribute to continuous improvement initiatives aimed at enhancing customer experience; Address customer concerns

professionally and escalate complex cases to the appropriate authority when necessary; Maintain accurate records and uphold strict confidentiality standards in handling sensitive personal information; Close collaboration with Immigration sub-offices, FSM Consulate offices and embassies to support service delivery; Remain informed of updates to passport policies, procedures, and service protocols; Assist in training new staff or crossfunctional team members on passport service protocols and customer service best practices; Demonstrated experience in customer service or administrative support, preferably within a government or regulated environment. Strong verbal and written communication skills; Organizational skills and the ability to perform effectively in a fast-paced setting; A commitment to and continuous improvement; Demonstrate service availability to work flexible or extended hours, including weekends or holidays, as may require from time-to-time to meet operational demands.

Qualification Requirements:

Graduation from an accredited college or university with an associate degree in Business Administration, Public Administration, or a related field, plus two (2) years of experience in clerical, administrative, or customer service work. Must be able to read, write, and speak English fluently, and possess basic computer skills.

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

personnel@personnel.gov.fm

Expired: FSM Immigration & Passport Service Officer I (DOJ_ Division of Immigration) Chuuk [closing date: November 16, 2025]

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POSITION AND SALARY:

FSM Immigration & Passport Service Officer I

PL-26/1

\$554.84 B/W + \$40.00 COLA = \$594.84

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 Justice FSM National Government Chuuk Field Office

DUTIES (ILLUSTRATION ONLY):

Assist in boarding and inspecting incoming and outgoing aircraft, sea vessel and investigate the process all travel document and entry permits. Assist in monitoring of aliens of

the FSM; assist in arranging and setting up files; assist in collecting of data on immigration, emigration, employment and other related statistics; assist in conducting job site inspection and investigation; performs other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a degree in law enforcement or related field. Two years of work experience in Law enforcement or related field; able to read, write and speak English; Computer intellect; Communication skills, should at least have knowledge on immigration regulations and able to use Microsoft, excel, data base etc.

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personnel@personnel.gov.fm