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

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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