

# Foreign Service Officer I (FSM Department of Foreign Affairs) FSM Consulate General Office in Portland [closing date: February 9, 2026]

It is the policy of the FSM Government that qualified FSM citizens 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:**

Foreign Service Officer I

PL-30/1 + 120%FSP

\$640.45 + 768.54 FSP = \$1408.99 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 Foreign Affairs

FSM Consulate General Office

2625 SE 98th Ave, Portland, OR 97266

## **DUTIES & RESPONSIBILITIES:**

Conduct public hearing for the Consulate General through all means of communication, and personal visits; promote business opportunities in the FSM; collect information and prepare regularly scheduled and special reports; include the Consulate

General's monthly activity reports and annual report; assist the FSM citizens in Portland with consular matters as well as to non-FSM citizens interested in traveling to or residing in the FSM; provides advances briefing as may be necessary to the Consulate General on economic and political issues which are of interest to the FSM and on social functions the FSM is invited to attend; coordinate logistical support for visiting FSM officials in the conduct of their official duties; perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's degree in International Relations, Political Science, Economics or a related field plus 1(one) to 2 (two) years of work experience in occupational field closely related to the foreign services.

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](mailto:personnel@personnel.gov.fm)

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**Expired:                      Administrative  
Specialist (FSM Department of  
Foreign Affairs) FSM Embassy,**

# Washington D.C [closing date: January 10, 2026]

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## **POSITION AND SALARY:**

### **Administrative Specialist**

PL-28/1

\$609.68+120% (Foreign Service Premium(FSP)) = \$1,341.30 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 Foreign Affairs

FSM National Government

FSM Embassy, Washington D.C

## **DUTIES (ILLUSTRATION ONLY):**

Plans, develops, organizes administrative services relating to personnel, budget, purchasing, fiscal, etc.; performs a variety of office/ Administrative functions; stores/issues offices supplies and equipment; keeps equipment and property records and coordinates repairs/maintenance; purchase supplies and equipment; arranges transactions and prepares personnel documents, payroll etc.; establishes and control accounts and records; monitors expenditures; develops budget annual and supplemental budgets with jurisdictions; prepares fund status reports; develops quarterly logistic arrangements for the Ambassador and other staff of the embassy; performs other

duties.

**QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or university with a degree in Business Administration, Accounting, or a related field, plus two (2) years of work experience in accounting and/or office administrative functions.

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personnel@personnel.gov.fm