

Expired: IT Technicians (FSM Congress) Pohnpei [closing date: February 21, 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:

IT Technicians (2 positions)

PL-28/1

\$609.68 B/W + \$40 COLA= \$649.68B/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:

FSM Congress

FSM National Government

Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

IT Technician operate and maintain computer systems and networks to ensure that the concerned people get the most effective IT functionality; Some of their main duties and responsibilities include: Serving as the first point of contact for IT support within the organization; Installing, configuring and maintaining software and hardware components of computer and network systems; Diagnosing and troubleshooting software and hardware issues; Repairing and replacing damaged computer and network components; Ensuring the security of client and server computers

by installing and upgrading antivirus and firewall software; Supporting people whenever they encounter challenges with computers and network devices; Maintaining and updating technical documentation regularly; Testing new hardware and software before full-scale installation.

Qualification Requirements:

Graduation from an accredited college or university with an Associate degree in Computer Science, Information Technology, or a closely related discipline, or completion of an advanced technical apprenticeship, plus one (1) to two (2) years of relevant work experience in information technology or related fields

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: Administrative Clerk
(FSM Congress) Pohnpei
[closing date: February 21,
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:

Administrative Clerk

PL-15/1

\$350.61+\$40.00= \$390.61 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:

Congress

FSM National Government

Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Compiles and maintains records of business transactions and office activities of establishment, performing variety of following or similar clerical duties and utilizing knowledge of systems or procedures: Copies data and compiles records and reports; Tabulates and posts data in record books; Computes wages, taxes, premiums, commissions, and payments; records orders for merchandise or service; Gives information to and interviews customers, claimants, employees, and scales personnel; Receives, counts, and pays out cash; Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks; Prepares stock inventory; Adjusts complaints; Operates office machines, such as typewriter, adding, calculating, and duplicating machines; Opens and routes incoming mail, answer correspondence, and prepares outgoing mail greet and assists visitors; May prepare payroll, keep books and purchase office supplies. Performs other duties as assigned.

Qualification Requirements:

Graduation from High School plus one (1) year of administrative clerk work or related field of work experience. Proven ability to organize personal work priorities; Competent at filing and updating records; Adept at making travel and accommodation arrangements; Working knowledge of bookkeeping tasks; Solid knowhow of general office procedures; Demonstrated ability to work independently and as part of a team; Excellent organizational skills; Expert in handling office equipment including copiers and fax machines; Internet savvy with a proven expertise in using MS Office applications; Excellent customer service orientation; Exceptional attention to detail with proven interpersonal skills.

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