

Administrative and Finance Officer (FSM National Weather Services) Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Administrative and Finance Officer**, FSM National Government at the Office of Weather Service Station in Pohnpei.

Duties & Responsibilities:

Manage petty cash (Impress Fund) and maintain supporting documentation and receipts; Prepare and submit staff timesheets for payroll processing; Maintain confidentiality of employee payroll and financial information; Process payroll deduction forms such as Social Security, insurance, and other required documentation; Process annual leave and sick leave applications; Verify leave balances and maintain accurate leave records; Ensure leave requests comply with established policies and procedures; Compile and prepare the Monthly PR Report; Collect operational reports and logbook information from staff; Present monthly budget reports during staff meetings; Ensure reports are submitted to the Regional Director and Vice President's Office within established deadlines; Prepare and process Travel Authorizations and supporting documentation prior to official travel; Coordinate travel approvals with management and relevant government offices; Review receipts and prepare travel vouchers following completion of travel; Maintain organized office files and administrative records; Ensure availability of required administrative and reporting forms; Assist in preparing official correspondence and administrative documents; Facilitate

communication between the Weather Service Office, regional partners, and government offices; Manage incoming and outgoing communications including emails, phone calls, and letters; Monitor and maintain office supply inventory including stationery, printer supplies, and office materials; Assist with tracking administrative supplies and weather observation materials; Follow office safety procedures and report unsafe conditions to management; Assist with office safety inspections and compliance with safety policies; Assist with scheduling meetings and maintaining office calendars; Provide administrative support to staff and management; Organize tasks and administrative activities to meet deadlines; Provide administrative support during periods of high workload or staff absences; Perform other duties assigned by the OIC / Acting Weather Service Coordinator.

Qualification Requirements:

Associate degree in Business Administration, Office Administration, Accounting, Management, or a related field from an accredited college or university. Must have 3–4 years of related work experience. Requires basic knowledge of office administration, recordkeeping, and financial documentation, with proficiency in Microsoft Word and Excel. Must possess strong organizational and time management skills, ability to maintain confidential information, and strong communication skills. Must be able to prioritize tasks and meet deadlines in a professional office environment.

Salary: A Salary range from \$25,000- \$38,000 per annum depending upon the qualifications of the applicant.

To Apply: Submit resume or application by mail to the following addresses:

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|---------------------|-------------------------------------|
| Office of Personnel | Office of National Weather Services |
| P.O. Box PS-35 | P.O. Box 90 |

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| Palikir, Pohnpei FM 96941 | Palikir, Pohnpei FM 96941 |
| Phone: (691) 320-2618/2642 | Phone: 320-2248 |
| Email: personnel@personnel.gov.fm | email: wilfred.nanpei@noaa.gov |

The Office of Personnel will be accepting application/resume from today April 13, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Weather Service Specialist Trainee (FSM National Weather Services) Yap [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill the position of **Weather Service Specialist Trainee** at the Weather Service Station Field Office in Yap, FSM National Government.

Duties & Responsibilities:

Assist in conducting routine surface weather observations in accordance with Federal Meteorological Handbook (FMH); Record meteorological variables such as temperature, wind speed and direction, atmospheric pressure, rainfall, and cloud conditions; Assist in preparing and transmitting hourly METAR and synoptic observations; Verify weather observation data for accuracy before transmission; Perform special observations during severe weather events when required; Assist in preparing radiosonde equipment and upper-air observation systems; Support the release and monitoring of weather balloons used to collect upper

atmospheric data; Assist in transmitting upper air data messages to meteorological centers and agencies; Monitor and log severe weather conditions including tropical cyclones, strong winds, and heavy rainfall; Assist in preparing weather information used for warnings, watches, and special weather statements; Support emergency preparedness procedures such as securing equipment and facilities during storms; Assist in transmitting meteorological observations to forecasting centers and other relevant agencies; Monitor feedback to ensure successful transmission of meteorological reports; Assist in translating official forecasts and warnings into clear language for dissemination to local media and the public; operational shifts; Assist in monitoring meteorological instruments and observation equipment; Maintain cleanliness and organization of the office and operational areas during assigned shifts; Assist in maintaining the station logbook and recording significant operational events; Verify and document observations from previous shifts and note any discrepancies; Assist in preparing weekly and monthly climate reports and meteorological summaries; Participate in outreach activities to educate the public about weather safety and climate awareness; Assist with educational programs for schools, local government offices, and community organizations; Follow all station safety protocols including procedures related to handling gases used for upper-air observations; Report unsafe conditions or equipment issues to supervisors; Participate in training programs to improve knowledge and skills in meteorological observations and operational procedures; Assist in monitoring and maintaining meteorological instruments and equipment; Support maintenance of station facilities and operational workspaces; Perform other duties assigned by the OIC/Acting Weather Service Coordinator or Supervisory Weather Service Specialist.

Qualification Requirements:

Graduation from an accredited college or University with an Associate degree in meteorology or related science field. Basic understanding of physical concepts such as weather systems, atmospheric processes, or environmental Science plus at least 2 years of work experience in related field.

Salary: A Salary range from \$18,000 per annum depending upon the qualifications of the applicant.

To Apply: Submit resume or application by mail to the following addresses:

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| Office of Personnel | FSM Weather Service Office |
| P.O. Box PS-35 | P.O. Box 69 |
| Palikir, Pohnpei FM 96941 | Kolonia, Pohnpei 96941 |
| Phone: (691) 320-2618/2642 | Phone: 320-2248/6947 |
| Email: personnel@personnel.gov.fm | Email: wilfred.nanpei@noaa.gov |

The Office of Personnel will be accepting application/resume from today April 13, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER