

Administrative Officer II (FSM Office of Veterans Affairs) Pohnpei [closing date: 8/9/2026]

It is the policy of the FSM Government that qualified FSM citizens are given priority for employment consideration, with other Micronesia and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Administrative Officer II

PL-36/1

\$ 862.12 B/W + \$40.00 COLA

This is the minimum rate at step one of the available grades. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate based on the qualifications of the appointee.

LOCATION:

Office of Veterans Affairs

FSM National Government

Palikir, Pohnpei FM 96941

DUTIES AND RESPONSIBILITIES:

Coordinates and manages the daily operations of the Office; develops and implements office procedures and administrative policies; maintains office records, files, and correspondence; coordinates meetings, prepares agendas, and record and report minutes; prepares the office's annual budget with justification for review and process for submission to DOFA; process purchase

requests, travel authorizations, payment vouchers, and reimbursements; coordinates recruitment, onboarding, personnel actions, and leave administration; provides administrative support for veterans outreach events, ceremonies, and training activities; prepares reports requested by the Director; fills role of Master of Ceremony in official veterans related events; reviews employment certification list and assists in interview process; inputs data and generates monthly expenditure reports; makes travel and other related necessary logistic arrangements for the Director; and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduated from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or related field plus 4 years of work experience in administrative management.

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