

# **Expired: Travel Support Specialist (FSM DOFA\_Treasury Division) Pohnpei [closing date: December 12, 2025]**

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:**

### **Travel Support 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 Finance & Administration

Division of National Treasury

Palikir, Pohnpei FM 96941

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

Assist clients with travel booking and itinerary planning; resolve travel-related issues and provide timely solutions; communicate with clients via phone, email and chat; coordinate with airlines, hotels, and other service requests; manages changes, cancellations, and special requests; stay updated on travel regulations with professionalism; provide expert advice on travel destination and options; ensure high levels of

customers satisfaction; and performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Graduate from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting or other related fields plus four (4) years of experience in accounting 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*