Clerk Typist (FSM National Election Office) Chuuk [closing date: open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking a well-qualified individual to fill the position of **Clerk Typist** with the FSM National Government, Election Office. The position will be based in **Chuuk State**.

Duties & Responsibilities:
Perform a Complex Clerical Services for the Office of the National Election Director under the direct supervision of the Director; Registrations of voters; issuance of voter IDs; Assist clerks in updating master listing; Typing letters, announcements, memorandums, statistical tabulation; filing, proofreading delivering pouches, letters and messages to its appropriate destinations; greet visitors and perform such other duties as assigned by employer.

Qualification Requirements:
Graduation from an accredited college or University with an AS Degree; Detail-Oriented and efficient professional with three (3) years of experience specializing in clerk typist work; A solid understanding of the FSM National Gov't election regulations, including voter registration, time able, polling requirements and absentee ballots and mail-in ballots.

Salary:

A salary of $540.00 biweekly depending upon qualification of the applicant.

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

Office of Personnel	Office of National Election
P.O. Box PS-35	P.O.Box PS-156
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691)3207805
Email: personnel@personnel.gov.fm	Email: ned@fsmned.fm

The Office of Personnel will be accepting application/resume from today September 24, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER