

Executive Secretary (FSM Department of Education) Pohnpei [closing date: 3/18/2026]

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:

Executive Secretary

PL-26/1

\$554.84 B/W + \$40.00 COLA = \$594.84

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 Education
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Receive and distribute incoming correspondence; Receive visitors and direct them to the appropriate staff; Arrange meetings and conferences including taking notes at meetings if required; Prepare documents for meetings and conferences; Finalize correspondence, reports, contracts and other official documents in final form from rough drafts ensuring proper grammar, punctuation and spelling; Arrange appointments for office staff;

Keep staff informed of status of work within the organization and remind supervisors of deadlines and appointments using calendar system; Maintain in filing system (both hardcopies and digital files); Keep files of incoming and outgoing correspondence; Scan documents for filing; perform other duties as assigned.

Qualification Requirements:

Graduation from a two-year college with a degree in secretarial science or related field plus two (2) years of secretarial work experience.; Experience in managing schedules, handling correspondence and coordinating meetings; Organizational skill-ability to manage multiple tasks, prioritize workload.

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