

Executive Secretary (National Oceanic Resource Management Authority) Pohnpei [closing date: 7/1/2026]

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

\$554.84B/W + \$40 COLA = \$594.84B/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:

Office of NORMA

FSM National Government

Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Receive and screen incoming calls and place outgoing calls; 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 the NORMA google calendar system; Maintain in filing system (both hardcopies and digital files); Keep files of incoming and outgoing correspondence; Scan documents for filing; Enter fisheries data from catch and other reports on to statistics database as needed; Perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited College or University with a Associate degree in secretarial science, office administration, business administration, or a related field, and at least two (2) years of relevant work experience in administrative or secretarial support.

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