

Executive Secretary (Office of National Archives, Culture & Historic Preservation)Pohnpei [closing date:9/13/2026]

It is the policy of the FSM Government that qualified FSM citizen is given first priority for employment consideration; with other Micronesians 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 B/W

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

LOCATION:

Office of National Archives, Culture & Historic Preservation
FSM National Government
Pohnpei, FSM 96941

DUTIES & RESPONSIBILITIES:

Perform a wide variety of secretarial, clerical and organization tasks but may also be responsible for more complex tasks for the Office of National Archives, Culture & Historic Preservation; keep calendars, scheduling appointments, conference and meetings for Director and other Staff members of NACH; Answering incoming telephone calls and refers to proper sources; Composes and types correspondences and answering routine request for

information; Types reports, specifications, tabulations and similar materials form copy or rough draft; Keep staff informed of status of work; in organization and reminds Director and other staff of deadlines; Logs, screen and review incoming/outgoing correspondences and route the same to the head of the office or other staff members as appropriate; and perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a two-year college with a degree in secretarial science with good command of spoken and written English or related field plus two (2) years of secretarial work experience.

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.