Information & Research Specialist (Office of FSM President) Pohnpei [closing date: 11/20/2026]

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:
Information & Research Specialist
PL-38/1
$954.69 B/W + $40.00 COLA = $994.69

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 the President
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):
Drafts Correspondence, policy recommending governmental/ Departmental brief and news release, disseminate; coordinate request services, and prepares responses to correspondence; coordinates services received from regional or international organizations; research and write periodic reports and analysis or relevant political recommendations to the department for consideration; receives, escorts, and entertains foreign guests

of the government and plans their itineraries; represents the FSM Government in conference or negotiations, perform other duties as assigned. Maintain and regularly updates the department’s official website; publishes approved press releases, statements, announcements, photographs, and other public information; ensures online content is accurate, timely, accessible, and properly formatted; maintains digital records and archives of published materials; and coordinates with relevant technical personnel to address website issues.

Qualification Requirements:

Graduation from an accredited college or university with a bachelor’s degree in communications, Journalism, International Relations, or a related field. A minimum of two (2) years of relevant work experience in communications, public relations, administration, or a related area. Experience working with Foreign Affairs is preferred. Proficiency in standard office and communications software, including word processing, email, presentation, and online research applications.

Secure Application Forms From and Return to FSM National Government Personnel Office or send your application to email address personnel@personnel.gov.fm