

Management Service Officer (FSM National Government, Department of Transportation, Communications & Infrastructure (TC&I) – Project Management Office (PMO)) Chuuk

The Government of the Federated States of Micronesia (FSM) seeks well-qualified individuals to fill the position of **Management Service Officer (MSO)** within the FSM National Government, Department of Transportation, Communications & Infrastructure (TC&I) – Project Management Office (PMO), located in Chuuk State.

Duties & Responsibilities:

- Supervise and perform administrative assignments in a variety of areas such as personnel, finance, supply, budget or other areas;
- Undertake general financial administration including raising orders/invoices; process payments; input budget figures; ensure transactions are properly recorded and entered.
- Assist in preparation of budget requests; compiles fiscal and statistical data;
- Supervise office supplies and equipment inventories;
- Approve ordering supplies, equipment and materials necessary for the office and arrange repairs when

necessary;

- Prepare meeting papers and documents including agendas, portfolios, profiling records, anecdotes, schedules, summaries drafts of directives, proposals of action plans to be considered, etc.;
- Manage all fiscal costs and budget contracts and procedures including monitoring of the purchasing of goods and services. Prepare detailed and comprehensive reports of findings and recommendations in the area of responsibilities;
- Interpret administrative policy and relay instruction of policy and procedures revision;
- Receive inquiries from the public by letter, telephone, or in person and furnish information or direct the inquiry to the proper source for answer; Assist with developing, overseeing and participating in staff development; perform other related duties as assigned.

Qualification Requirements:

Graduate from an accredited college or university with a degree in management or related field plus two (2) to three (3) years of experience in related fields.

Salary:

A salary ranging from **\$15,454.32 to \$21,176.48 per annum**, depending on the qualifications and experience of the selected applicant.

To Apply:

Submit resume or application by mail to the following addresses:

**Department of TC&I
Personnel**

Office of

P.O.Box Ps-2

P.O. Box PS-35

Palikir, Pohnpei FM 96941
Pohnpei FM 96941

Email: pmu@tci.gov.fm
personnel@personnel.gov.fm

Palikir,

Email:

The Office of Personnel will be accepting application/resume
from today until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER