

Management Services Officer (Department of Transportation, Communication & Infrastructure- Infrastructure Maintenance Fund (IMF) Program) Chuuk [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill the position of **Management Services Officer** for the FSM National Government, Infrastructure Maintenance Fund (IMF) Program in **Chuuk**.

Duties & Responsibilities:

- Supervise and perform administrative assignments in a variety of areas such as personnel, finance, supply, budget and 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, compile fiscal and statistical data
- Supervise office 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 purchase of goods and services
- Prepare detailed and comprehensive reports of findings and recommendations in responsibility
- Interpret administrative policy and relay instructions of policy and procedure revision
- Receive inquiries from the public by letter, telephone or in person and furnish information or direct inquiries to the proper source for answer
- Assist with developing, overseeing and participating in staff development
- Perform other 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 of \$18,600 per annum depending upon the qualifications of the 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

Palikir,

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

Email:

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

THE FSM AN EQUAL OPPORTUNITY EMPLOYER