Secretary (FSM Department of Finance & Administration_ Investment Division) Pohnpei [closing:10/25/2026]

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:
Secretary
PL-20/1
$427.24 B/W + $40.00 COLA = $467.24 BW

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:
Investment Division
Department of Finance & Administration
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):
Established and supervises the maintenance of files, both incoming and outgoing for office records and retrieves documents/information when needed; overseas the office supplies for the division, prepares purchases purchase order for purchase of office supplies to maintain sufficient supplies on hand at all times; type letter, memoranda, reports, legislation,

policies, procedures and other documents; prepares time sheet for the division employees from time and attendance cards; make appointments for meetings, conference, etc. for the Assistance Secretary; performs other duties as assigned.

Qualification Requirements:

Graduation from two years college in Secretarial Science with good command of spoken and written English. Must be computer literate, most preferably with word and excel application.

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