

Secretary (FSM Department of Health and Social Affairs) Pohnpei

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 COLA = \$467.24 B/W

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:

Department of Health & Social Affairs
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Responsible for general secretarial and clerical work including answering telephone calls, setting-up meeting appointments, typing of documents and forms, copying, filing, preparing bi-weekly timesheets, posting and delivering mail and packages, etc. Responsible for inputting monthly data into database; Perform other duties as assigned by the Manager of the Environmental Health & Preparedness Unit.

Qualification Requirements:

Graduation from a High school with a diploma or equivalent; associate degree or higher preferred. At least two (2) years of clerical or administrative support experience; Demonstrated ability to manage office tasks such as filing, scheduling, and correspondence; Basic proficiency with office software (e.g., Microsoft Word, Excel, Email systems).

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