

Expired: Travel Support Specialist (FSM DOFA_Treasury Division) Pohnpei [closing date: December 12, 2025]

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:

Travel Support Specialist

PL-36/1

\$862.12 B/W + \$40.00 Cola = \$902.12B/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 Finance & Administration

Division of National Treasury

Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATION ONLY):

Assist clients with travel booking and itinerary planning; resolve travel-related issues and provide timely solutions; communicate with clients via phone, email and chat; coordinate with airlines, hotels, and other service requests; manages changes, cancellations, and special requests; stay updated on travel regulations with professionalism; provide expert advice on travel destination and options; ensure high levels of

customers satisfaction; and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduate from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting or other related fields plus four (4) years of experience in accounting or related fields.

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