

EA NO: FSM-060-24
OPENING DATE: 6/21/2024
CLOSING DATE: 7/21/2024

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

P.O.Box PS-35
Palikir, Pohnpei, FM 96941
Tel: (691) 320-2618/2642
Email: personnel@personnel.gov.fm

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Financial Specialist

PL-32/1

\$706.22 B/W + \$40 COLA = \$746.22 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 and Social Affairs

Diabetes Program

FSM National Government

Palikir, Pohnpei FM 96941

DUTIES & RESPONSIBILITIES:

Responsible to maintain and keep a filing system and ledgers; ensures that all financial matters are in compliance with State, National and federal requirements; processes and expedite requisition and ensures adequate supplies and resources are available at all times; prepares travel authorization for National and State staff to attend inter-state, national, regional, international workshops and trainings and other travels; assist to handle logistical coordination, preparation, arrangement for Division programs's conference or other activities; ensures contracts route through the proper channel and are executed on a timely manner; assist to provide training on developing a filing system and ledger to track utilization of the funds status on a daily basis; assist in preparing and submitting annual funding application and FFR online; performs other duties and responsibilities are required.

QUALIFICATION REQUIRMENTS:

Graduated from an accredited college or university with an Associate of Art (AS) degree in Accounting or Business Administration plus two (2) to three (3) years of work experience in grant administration, management and equivalent.

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