



Secretary of Finance
&
Administration

**GOVERNMENT OF THE
FEDERATED STATES OF MICRONESIA
Department of Finance and Administration**

P.O. Box PS 158
Palikir, Pohnpei FM 96941
Tel: (691) 320-2640/5852 Fax: (691) 320-7728
E-mail: fsmsofa@mail.fm

EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks a well qualified individual to fill the position of Director, Court Administration at the FSM Supreme Court, Palikir, Pohnpei FM 96941.

The Position: Prepares the budget for submission to the President and the Congress and advocacy of the budget, and execution of the budget subject to the Chief Justice's directions; promote and coordinate developmental long term and short term trainings for Supreme Court personnel; overseeing activities concerning design and construction of court facilities and maintenance and repair of the court equipment and appliances and government owned buildings and property; develop and maintain a financial management system and control accounting and disbursement of court files, fees and trust funds; supervise and monitor fiscal rules, including purchasing standards and procedures; assists the Court in its cooperation work with the FSM State Courts; secure information as to the Courts needs for additional assistance; oversee acquisition of library materials, maintenance of current subscriptions and shelving books; prepare and transmit bi-monthly financial data and financial reports as to the operation of the Court; under the direction of the Chief Justice, fix the compensation of clerk, deputies and clerical assistants; and establish and administer the court official's as approved by the Chief Justice; timely process and pay necessary office expenses of court official duty stations on official business; disburse monies appropriate for the maintenance and operation of the Court; purchase, exchange, transfer, distribute and assign the custody of equipment and supplies needed for the maintenance and operation of the court; audit vouchers and accounts of the Court and its clerical and administrative personnel; coordinate training programs in the foreign entities; develop and manage staff trainings; performs other duties as assigned.

The incumbent: Graduation from a accredited college or university with a degree in Business Administration , Accounting or related field plus five (5) years of experience in administration and personnel management, including work in accounting, purchasing, budget preparation and execution and supervision of personnel.

Benefits: A salary from \$25,000.00, but not to exceed \$32,000.00 per annum, depending upon the qualification and experience of the applicant. Housing, travel and relocation will be provided if applicable.

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To Apply: Send application/resume by mail, fax or email to the following addresses:

**Department of Finance and Administration
Division of Personnel Administration
P.O. Box PS 35
Palikir, Pohnpei FM 96941
Phone No. 320-2618**

**FSM Supreme Court
FSM National Government
P.O. Box PS-J
Palikir, Pohnpei FM 96941
Phone No. (691) 320-276340
Fax No. (691) 320-2756**

The Division of Personnel Administration will be accepting application/resume from 11/16/2015 until filled.

THE FSM EQUAL OPPORTUNITY EMPLOYER