



EA NO: FSM-007-25

OPENING DATE: January 17, 2025

CLOSING DATE: February 17, 2025

## 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](mailto:personnel@personnel.gov.fm)

📍 FSM Personnel    🏛 FSM Supreme Court

It is the policy of the FSM Government that qualified FSM citizen 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:**

#### **Administrative Officer**

PL 36/1

\$862.12 B/W + \$40.00 Cola = \$902.12 B/W

This is the minimum rate at step one of the grades. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualifications of the appointee.

### **LOCATION:**

FSM Supreme Court

FSM National Government  
Palikir, Pohnpei 96941

**DUTIES & RESPONSIBILITIES:**

Coordinate and manage office operations to ensure efficiency and productivity; develop and implement administrative standards; polies and procedures, prepare and mange correspondence, reports and documents, organize and coordinate meetings, conferences and travel arrangements, maintain schedules and calendars for Court Justices and Staff, arrange and confirm appointments, manage database and filing systems and inventory of Court equipment, both electronic and paper, handles incoming male and other materials, distribute them to relevant divisions/personnel, ensure office equipment is maintained and relevant records are up-to-date, assist with budget preparation and control, assist in testifying before the FSM Congress on court budget hearing, handle customer queries and complaints and resolve them in a timely manner, ensure that health and safety policies are adhered to, coordinate staff recruitment and provide orientation and training to new employees, ensure the FSM Judiciary is in compliance with the FSM financial Management Regulation.

**QUALIFICATION REQUIREMENTS:**

Graduated from an accredited College or University with a Bachelor Degree in Business Administration or Public Administration