

EA NO: FSM-002-22
OPENING DATE: 01/06/2022
CLOSING DATE: 02/06/2022

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

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

POSITION AND SALARY:

Archives and Record Specialist
PL-32/1
\$ 487.05 B/W + \$40.00 COLA

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 qualification of the appointee.

LOCATION:

FSM Supreme Court
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Creates and maintain accessible, retrievable computer archives and databases, incorporating current advances in electric information storage technology; directs activities of workers who assist in arranging, cataloguing, exhibiting and maintaining collections of valuable materials; organizes archival records and develop classification system to facilitate access to archival materials; prepares archival records, such as document descriptions, to allow easy access to information; prepares records, documents and objects copying records to film, videotape, audiotape, disk, or computer formats as necessary; selects and edit documents for publication and display, applying knowledge of subject, literary expression and presentation techniques; coordinates educational and public outreach programs, such as tours, workshops, lectures and classes; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a two years college with an AS degree in Library Science, Business Administration or related field plus 5 years of experience in archives management, project development, resource development or related field.

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Government Personnel Office