National Public Auditor
RECEIVED
Date 5·31·11
80

EXAMINATION ANNOUNCEMENT

GOVERNMENT OF THE
FEDERATED STATES OF MICRONESIA
1979

FA NO· FSM-031-11
OPENING DATE 5/27/11
CLOSING DATE 6/27/11

Department of Finance & Administration
Division of Personnel Administration
F.S.M. National Government ·

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 SALRY:

Administrative Officer I
PL-32/1
$463.86 B/W

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

LOCATION:

Office of the National Public Auditor
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Prepares, issues and manages the REP for audit proposals; facilities the work of the FSM Audit Committee in the review of audit proposals and in selecting independent auditor to perform the FSM wide annual single audits as required by the Amended Compact; monitors, manages, and conduct oversights regarding the Audit Contract and the performance of the independent auditor; prepares monthly status reports on the progress of annual audits of the FSM Government plus their respective Component Units; assists and facilities FSM's Performance in resolving questioned costs and audit finings; deals with outside grantor agencies on outstanding single audit matters such as noncompliance with grant terms and conditions; review monthly billing statements from the independent auditor and verifies payment requests; coordinates all matters pertaining to the FSM annual single audits; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with at least two years in business administration, secretarial science or any related field with strong computer skills and command of the English language (both verbal and written) a minimum five (5) years of direct work experience in administration and office management functions or equivalent.