



POHNPEI STATE GOVERNMENT OFFICE OF THE PUBLIC AUDITOR

P.O. BOX 1684

KOLONIA, POHNPEI STATE, FM 96941

TEL: (691) 320-2638 HOTLINE: 320-8497

WEBSITE: www.opapni.fm E-MAIL: erickpaul691@gmail.com

VACANCY ANNOUNCEMENT

It is the policy of the Pohnpei State Government that employment consideration shall be based on qualification, regardless of sex, age, religion, ancestry and family. Preference shall be first given to qualified legal resident of Pohnpei and second preference shall be given to the other citizen of the Federated States of Micronesia or for other countries for which no qualified legal residents of Pohnpei are available.

Position and Salary: Executive Secretary PL-16-/1 \$565.59+COLA Bi-weekly

**Location: Pohnpei Office of the Public Auditor
 Pohnpei State Government**

DUTIES (ILLUSTRATIVE ONLY):

Provide secretarial and administrative support:

- answer phones and make appointments for the Pohnpei State Auditor and other staff members
- Types payment requests;
- logs incoming/outgoing mails and correspondence of office;
- copy and distribute reports;
- filing, run errands; updates bulletin;
- provide receptionist services by greeting and assisting visitors;
- Assists the Administrative Officer (AO) in enforcing personnel policies and rules of the office.
- Assists AO on logistical arrangement for Office functions/activities;
- Responsible for drafting PA's letters and other correspondence;
- Responsible for recording minutes of Staff meetings;
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a two years college in secretarial science or related field with good command of spoken and written English plus one year secretarial Experience. Must be computer literate, most preferably with MS Word and Excel.