



Office of the Chief

Pohnpei State Government

Division of Personnel, Labor & Manpower Development

P.O. Box 1567

Kolonia Pohnpei, FM 96941

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EA: PN-075-20

Opening Date: 4/23/20

Closing Date: 5/19/20

Examination Announcement

It is the policy of the Pohnpei State Government that employment consideration be based on qualification regardless of sex, race, age, religion, political affiliation, ancestry, family or place of origin.

Position & Salary: Administrative Officer II PL-17/1-17/4 \$411.06 to \$481.94 Bi-weekly + COLA

This is the minimum salary rate at step one of the grade. Higher steps not to exceed step four, may be authorized in cases of hard to fill positions where it is appropriate to the qualifications of the appointee.

Location: Pohnpei Transportation Authority (PTA)
Pohnpei State Government

Examples of Duties and Responsibilities:

Plans and directs major departmental programs involving diverse and complex and revision of legislation. Develops agency policies and regulations and participates in the development and revision of legislation; directs staff services of the department; directs personnel, finance, budget, purchasing, supply and other office management operation; studies and develops office methods and procedures; reviews monthly statements of expenditures for adherence of budgetary limitations and overall programs of the department; performs variety of public relations duties; represents administrative superior on day-to-day operational problems in his absence; interprets administrative policy and procedure revision; prepare draft of special ordinances, contracts, financial statement and annual reports; conducts administrative research on specialized problems; performs other related duties as assigned.

Minimum Qualification Requirements:

Any combination equivalent to graduation from college and six (6) years of progressively responsible and varied office management or staff work in a public or private organization including experience in personnel management, financial management, procurement management and supply.

Secure application forms and return to office of Personnel, Labor, and Manpower Development Department of Treasury and Administration, Pohnpei State Government, Kolonia, Pohnpei FM 96941