



Office of the Chief

Pohnpei State Government

Division of Personnel, Labor & Manpower Development

P.O. Box 1567

Kolonia Pohnpei, FM 96941

Tel: (691) 320-3000

Email: psgplmd@gmail.com

EA: PN-108-20

Opening Date: 6/29/2020

Closing Date: 7/14/2020

Examination Announcement

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

Position & Salary: Tax Officer I PL-16/1 \$390.06 BW + COLA

This is the minimum salary rate at step one of the grade. Higher steps not to exceed steps four (4) may be authorized in cases of hard to fill positions, where it is appropriate to the qualification of the appointee.

Location: Department of Treasury & Administration
Div. Revenue & Administration
Pohnpei State Government

Examples of duties (Illustrative Only)

Assist the chief of revenue in administration of Pohnpei wide income tax and import-export taxes in Pohnpei. Audit tax returns filed for completeness and mathematical accuracy. Provide taxpayer assistance in the preparation of income tax forms and answering questions pertaining to the income tax laws. Assist in performing income tax audits to determine tax liabilities under tax laws and available guidelines. Advise Pohnpei to ensure that taxpayer are filing and paying income taxes in compliance with the law. Administratively imposes interest and penalties where authorized by statute. Furnish documents of any matters concerning suits for collection or criminal cases. Perform other related duties as assign.

Minimum Education & Work Experience:

Any combination equivalent to graduate from a recognized college with a degree in business administration or related field plus two (2) years of experience in the taxation field.

SECURE APPLICATION FORM FROM AND RETURN TO OFFICE OF PERSONNEL, LABOR AND MANPOWER DEVELOPMENT, DEPARTMENT OF TREASURY & ADMINISTRATION, POHNPEI STATE GOVERNMENT, KOLONIA, POHNPEI, FSM 96941



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