



Office of the President

FSM Personnel Office

EMPLOYMENT OPPORTUNITY

P.O. Box PS-35
Palikir, Pohnpei FM 96941

Ph: (691) 320-2618/2642 Fax: (691) 320-8838

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of Director, Court Administration at the FSM Supreme Court, Palikir, Pohnpei FM 96941

The Position: Prepares the budget for submission to the President and the Congress and advocacy of the budget and execution of the budget subject to the Chief Justice's directions; promote and coordinate development long term and short term training for Supreme Court personnel; overseeing activities concerning design and construction of court facilities and maintenance and repair of the court equipment and appliances and government owned buildings and property; develop and maintain a financial management system and control accounting and disbursement of court files, fees and trust funds; supervise and monitor fiscal rules, including purchasing standards and procedures; assists the Court in its cooperation work with the FSM State Courts; secure information as to the Courts needs for additional assistance; oversee acquisition of library materials data and financial reports as to the operation of the Court; under the direction of the Chief Justice, fix the compensation of clerk, deputies and clerical assistants; and establish and administer the court official's as approved by the Chief Justice; timely process and pay necessary office expenses of court official duty stations on official business; disburse monies appropriate for the maintenance and operation of the Court; purchase, exchange, transfer, distribute and assign the custody of equipment and supplies needed for the maintenance and operation of the court; audit vouchers and accounts of the Court and its clerical and administrative personnel; coordinate training programs in the foreign entities; develop and manage staff trainings; performs other duties as assigned.

The Incumbent: Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Accounting or related fields plus five (5) years of work experience in administration and personnel management including work in accounting, purchasing, budget preparation and execution and supervision of personnel.

Benefits: Salary range from \$25,000.00 but not to exceed \$32,000.00 per annum depending upon the qualification and experience of the applicant. Housing, travel and relocation will be provided if applicable.

To Apply: Send Resume or Application by mail or e-mail to the following addresses:

Office of Personnel
FSM National Government
P.O. Box PS 35
Palikir, Pohnpei FM 96941

FSM Supreme Court
P.O. Box PS-J
Palikir, Pohnpei FM 96941
Phone No. (691) 320-2763
Fax No. (691) 320-2756

The Division of Personnel Administration will be accepting applications/resume from May 26, 2017 until the position is filled.