



Office of the President

FSM Personnel Office

P.O. Box PS-35
Palikir, Pohnpei FM 96941
Ph: (691) 320-2618/2642 Fax: (691) 320-8930



EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Webmaster Assistant** at the FSM Supreme Court, Palikir, Pohnpei.

The Position: Under the supervision of the Director of Court Administration and the Webmaster, the Webmaster Assistant is responsible in assisting the Webmaster in:

- Maintaining the FSM Legal Information System (LIS) website by converting work processing documents into web page, using HTML format and creating links where appropriate;
- Designing of court website;
- Re-coding and editing of existing reports to be uploaded unto the LIS website;
- Transferring and uploading 21 Volumes of FSM Interim Reporter, Digest/Updater on the LIS and FSM Supreme Court website;
- Providing administrative functions when necessary;
- Providing training program for users of FSM LIS.

The Incumbent: Graduation from a two years College with an AS Degree in Computer Science or related field plus two (2) years of work experience as Information Technology or Webmaster.

Benefits: A salary range from \$7,193.16 but not to exceed \$8,004.36 depending upon the qualification of the applicant.

To Apply: Send Application/Resume by mail to the following addresses:

Office of Personnel
Federated States of Micronesia
P.O. Box PS 35
Palikir, Pohnpei FM 96941

Supreme Court
Federated States of Micronesia
P.O. Box J
Palikir, Pohnpei FM 96941

The Office of Personnel will be accepting application/resume from June 15, 2018 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER