



NATIONAL FISHERIES CORPORATION
AN AGENCY OF THE GOVERNMENT OF THE FEDERATED STATES OF MICRONESIA
P.O. BOX R, KOLONIA, POHNPEI, FSM 96941
TEL. NO. (691) 320-2529 FAX NO. (691) 320-2239

EA NO. NFC-001-18

OPENING DATE: January 25, 2018

CLOSING DATE: February 25, 2018

VACANCY ANNOUNCEMENT

It is the policy of the National Fisheries Corporation to have the FSM citizens be given the first priority for the job consideration, with other citizens to be utilized for the position if no qualified FSM citizens are available.

POSITION AND SALARY:

Title: Secretary I
Salary: \$ 6,000-8,000 per year, depending on qualification
Location: Office of the National Fisheries Corporation (NFC)
Closing Date: February 25, 2018
Employment Status: Four Year Contract and can be extended

DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY):

- Provide secretarial, skilled typing and office management services to Office of National Fisheries Corporation;
- Sets up and maintains files so as to facilitate filing retrieval of documents;
- Types and ensures proper grammar, punctuation and spelling;
- Receives and screens calls and makes appointments for the President/ CEO, Supervisor and staff;
- Prepare administrative housekeeping documents for the office and ensures timely submittal;
- Ability to listen request and be led, follow orders promptly;
- And, performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

-Minimum a High School Graduate.

Two (2) years of work experience as a secretarial fields, will help.

-Ability and knowledge of relevant secretary and English language (both verbal and written). Must be a computer literate, most preferably with MS Word and Excel.

HOW TO APPLY:

You may secure application forms from Office of National Fisheries Corporation, next to PAMI Building or go to NFC website at <http://www.nfc.fm>. You may submit your application and resumes to the same office no later than February 25, 2018 @ 5:00 pm.