

## POSITION VACANCY ANNOUNCEMENT

Location: FSM Social Security Administration Kolonia, Headquarters	Opening Date:  June 17, 2021
Position: <b>Administrator</b>	Closing Date:  July 19, 2021
Salary Range: <b>\$30,000 to \$45,000 (depending upon qualifications)</b>	

It is the policy of the FSM Social Security Administration that FSM Citizens be given priority consideration for employment with other Micronesians, U.S. Citizens and other nationals.

### Aim

Subject to overall FSM Social Security Board of Trustees direction, to ensure that the FSM Social Security Act is properly implemented and regularly updated, so that the commonwealth of the FSM citizens is well served by the FSM Social Security legislation and the FSM Social Security Administration.

This position reports to the FSM Social Security Board of Trustees.

### Objectives

1. Interpret and implement the FSM Social Security Act and initiate amendments to the act as circumstances change.
2. Prepare policies for FSM Social Security Board consideration and action.
3. Innovate and implement administrative systems, processes, procedures and practices for the more efficient and effective operation of the FSM Social Security Administration.
4. Prepare reports, both annual and ad hoc, for submission to the President, Congress and Social Security Board.
5. Prepare, for the fiscal year, a financial and management budget for deliberation and acceptance by the FSM Social Security Board.
6. Delegate, as, where and when required, to relevant Social Security Administration employees any functions or responsibilities which will enhance the overall operations, effectiveness and public perceptions of Social Security Administration work.
7. Ensure that internal controls are entirely adequate and legal for the competent, secure, reliable and timely operations of all aspects of Social Security Administration work.
8. Plan and implement suitable training schemes, to improve the knowledge, skills and professionalism of Social Security Administration employees.

9. Improve the general public knowledge and attitude on what are the aims and objectives of the FSM Social Security Administration; in particular the entitlements and responsibilities of beneficiaries, employers and employees.
10. Perform other duties as assigned.

### **Education & Work Experience Requirements**

Position requires a degree in business administration or other related fields, with an emphasis in human resource management, and two years experience in Social Security work or related field. The position requires the highest level of responsibility, dedication to the job, customer and personnel relations, and general high standards.

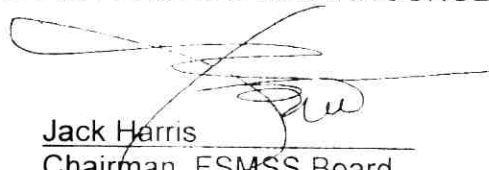
### **Application Instruction**

Any interested candidates should obtain an application form at any Social Security Branch Office or Headquarters. Applications can also be found on our website at [www.fsmssa.fm](http://www.fsmssa.fm). Submit the application or show postmark if mailed, **no later than July 19, 2021** along with degrees, diplomas and/or transcripts to any of the Social Security Branch Offices or to:

Federated States of Micronesia Social Security Administration  
P.O. Box L  
Kolonia, Pohnpei FM 96941

Applicants who wish to submit electronically may send their scanned documents to [fsmssa@mail.fm](mailto:fsmssa@mail.fm) and [ssdeputy@mail.fm](mailto:ssdeputy@mail.fm)

APPROVED FOR BROADCAST/ANNOUNCEMENT BY:

  
Jack Harris  
Chairman, FSMSS Board

6-16-21  
Date