

# Employment Opportunity

Re-advertisement[3]

EO No. 2024-063

## College of Micronesia–FSM

Human Resources Office P.O. Box 159

Kolonia, Pohnpei, FSM 96941

Phone: 691-320-2480 Email: [hro@comfsm.edu.fm](mailto:hro@comfsm.edu.fm)

**Opening Date: February 26,2024**

**Closing Date: March 26,2024**

**Position and Salary:**

**Procurement Technician  
G/3/B \$7,233.00 PA**

“Position is NOT eligible for housing and transportation benefits”

**Location:**

National Campus/PPMO  
P.O. Box 159  
Kolonia, Pohnpei FM 96941

### College of Micronesia – FSM Mission Statement

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

### Values

**COMMITMENT EXCELLENCE TEAM  
LEARNER-CENTEREDNESS WORK  
PROFESSIONALISM**

**Reporting:** The incumbent reports directly to the Director, works with Business Office staff and Procurement Officer to achieve responsibilities.

**Duties:** Major responsibilities will include, but are not limited to:

1. Responsible for processing all the Purchase Orders online using Microix
2. Posting all Purchase Order Fund Budget Encumbrances;
3. Receiving Invoices and preparing Receiving Reports;
4. Conducting period assessment on Liquidated Purchase Orders;
5. Submitting Receiving Reports with Corresponding Invoices to Business Office;
6. Entering all Fixed Assets Receiving Reports with proper documentation and tagging;
7. Providing Status Update of the Purchase Orders and Receiving Reports;
8. Maintaining Log-Book/Database of all the Purchase Orders and Receiving Reports;
9. Providing support to Business Office with Payment Processing and Liquidations;
10. Maintaining filing system (active and in active) and performing other bookkeeping duties;
11. Providing Recommendations for Continuous Improvement;
12. Answering /Transferring telephone calls;
13. Resolving issues with vendors and unit offices/department regarding purchase orders; and
14. Serve on committees and perform other duties as required.

**Minimum Qualification:**

AA/AS Degree in Business, Accounting or related field from a US accredited college with four years of direct experience and 1 year in general work experience. Foreign credentials must be equated to US standards using World Education Services at <http://www.wes.org>. Excellent time management and organizational skills. **Software Programs:** Must be literate in MIP-automated accounting software, Excel, & Word. Preferred MIP Purchasing module ability. **Special Skills, Abilities and Knowledge:** Excellent communication skills in oral and written, people oriented with good custom skills; must be knowledgeable in the Governmental procurement fundamental processes, policies and procedures; ability to handle multi-tasking and prioritize work load and schedule to meet the office objectives and goals; ability and willingness to work after regular working hours, during weekends and holidays if necessary; good team player and ability to embrace diverse working environment. Ability to participate as an effective team member, as well as the ability to work independently using good judgment and analytical skills. Ability to establish and maintain effective relationships with students, faculty, staff and the general public. Working knowledge of social media for communication with students and dissemination of information. Demonstrated commitment to student success.

Preferred qualifications include a bachelor's degree in business administration or accounting and a proven record of successful experience with the work functions above.

**Contact:** Applications are available at the College of Micronesia–FSM Human Resources Office, state campus sites or at the website at [www.comfsm.fm](http://www.comfsm.fm).

**Application Procedure**

Interested candidates must submit the following documents:

1. A letter of interest addressing how the candidate's professional qualification and experience match the minimum essential requirements of the position (not to exceed 3 pages);
2. COM-FSM application form (<http://www.comfsm.fm/jobs/HRdocs/employment08.pdf>)
3. A current resume which includes personal email address and cellular phone number;
4. Copies of college transcripts for all degrees earned;
5. A minimum of three professional reference letters under 6 months old;
6. Copy of valid driver's license; and
7. Criminal background check under 6 months old.

Documents are to be submitted electronically to [hro@comfsm.edu.fm](mailto:hro@comfsm.edu.fm) (preferably as PDF attachments) or mailed to:

Human Resources Office  
College of Micronesia-FSM  
P. O. Box 159  
Pohnpei FM 96941

(U.S Postal Service domestic rates apply in the Federated States of Micronesia.)

Applications will be accepted until **March 16, 2024** followed by screening by the committee. Official and hard copies of college transcripts are required to be mailed directly from schools to HRO when a candidate is being considered.

The College reserves the right to request or require from any applicant additional documentation or certification in addition to the minimum requirements stated in this advertisement in order to be considered for this position. All persons applying must meet or exceed any additional qualifications required in the COM-FSM Personnel Policy Manual.

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The College of Micronesia–FSM is an equal opportunity employer.

FSM Citizens are encouraged to apply

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