

Vacancy Announcement
Project Officer – Project Implementation Unit (PIU)
Energy Division, Department of Resources and Development
Federated States of Micronesia

The Department of Resources and Development is responsible in supporting and managing the development of the nation's economy and utilization of its natural resources in a sustainable manner. The Department is also responsible for assisting/coordinating with the States of Chuuk, Kosrae, Pohnpei and Yap to develop their economies by focusing on the four priority sectors of Agriculture, Energy, Fisheries, and Tourism.

R&D's Energy Division is looking for an energetic person with excellent organizational skills and a positive attitude to provide administrative support to its Project Implementation Unit (PIU). Candidates should be able to assist PIU management by handling office tasks, being well prepared and responsive, making reservations or travel arrangements, and generally being a helpful and positive presence in the workplace.

This is a contracted position for a one-year duration with the possibility of extension with a competitive salary.

Project Officer Duties:

- Maintain and organize records and filings of all administrative actions
- Assist with the development and completion of procurement documents
- Coordinate work with the CIU to process financial requests and invoices
- Make travel arrangements for members of the PIU and Energy Division
- Assist with the collection of data and the drafting and editing of reports
- Other administrative support duties as assigned

Project Officer Requirements:

- Associate degree in related field, Bachelor preferred
- At least 3 years of experience in office administration
- Excellent computer and Microsoft software skills
- Strong writing and communication skills
- Fluent in English

The Department of Research and Administration now invites eligible candidates to indicate their interest in providing the above-mentioned services. Interested candidates must provide a resume and a covering letter briefly explaining their interest and qualification.

Expressions of interest must be delivered by email to charlie.sedap@gmail.com and to CC worldbankpni@gmail.com with Project Officer in the subject line by midnight (PONT) January 24, 2020. Alternatively, resumes can be mailed to:

Personnel Office of the National Government
P.O. Box PS35
Palikir, Pohnpei, FM

TERMS OF REFERENCE

**Project Officer – Project Implementation Unit (PIU)
Energy Division, Department of Resources and Development
Federated States of Micronesia**

LOCATION: Department of Resources and Development, Energy Division, Project Implementation Unit

DURATION: Initial contract duration of one year (full time) with a six-month probation period. Potential to extend based on satisfactory performance.

A. Background

On the President's behalf, the Department of Resources and Development (DR&D) is responsible in supporting and managing the development of the nation's economy and utilization of its natural resources in a sustainable manner while being in line with applicable provisions of the Nation's Strategic Development Plan (SDP) in relations to economic development, resource management and conservation. The Department is also responsible for assisting/coordinating with the States of Chuuk, Kosrae, Pohnpei and Yap to develop their economies by focusing on the four priority sectors of Agriculture, Energy, Fisheries, and Tourism.

The Department has three Divisions to carry out its mandate: Division of Energy, Division of Resource Management and Development, and Division of Trade and Investment.

A Project Implementation Unit (PIU) has been created in DR&D's Energy Division to implement the World Bank financed Sustainable Energy Development and Access Program. The Project Officer will provide

DR&D is looking for an energetic person with excellent organizational skills and a positive attitude to provide administrative support to its Project Implementation Unit (PIU). Candidates should be able to assist PIU management by handling office tasks, being well prepared and responsive, making reservations or travel arrangements, and generally being a helpful and positive presence in the workplace.

B. Duration and Salary:

This is a contracted position for a one-year duration with the possibility of extension. This position has a competitive salary.

C. Purpose and Objectives of Role

The purpose of the role of the Project Officer is to provide organized and efficient office support to the PIU. The objective of the role of the Project Officer is to adhere to policies of the National Government while providing administrative support.

D. Scope of the Assignment

The Project Officer will work Monday through Friday, eight hours per working day, to undertake the following will provide administrative support to the PIU and coordinate administrative and financial processes with the Central Implementation Unit (CIU).

E. Expected Outcomes

The consultant will provide the following outcomes:

- Organized and efficient administrative processes and actions that adhere to National Government policies
- Improved support to state utilities

F. Project Officer Duties:

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- Assist with the development and completion of procurement documents
- Coordinate work with CIU to process financial requests and invoices
- Make travel arrangements for members of the PIU and Energy Division
- Assist with the collection of data and the drafting and editing of reports

- Other administrative support duties as assigned

G. Project Officer Requirements:

- Associate degree in related field, Bachelor preferred
- At least 3 years of experience in office administration
- Excellent computer and Microsoft software skills – Especially on Word and Excel
- Strong writing and communication skills
- Fluent in English

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