

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

The Government of the Federated States of Micronesia (FSM) seeks well qualified individual to fill the position of **Project Manager** at the Department of Environment, Climate Change & Emergency Management (DECEM), FSM National Government, Palikir, Pohnpei FM 96941.

Overview of the Project:

The project titled, “National Adaptation Planning in the FSM (FSM NAP) Project”, is a three year project funded by the Green Climate Fund (GCF) through the Secretariat of the Pacific Regional Environment Programme (SPREP), and executed by the Department of Environment, Climate Change, and Emergency Management. This project aims to developing an overarching National Adaptation Plan (NAP) through a comprehensive consultative adaptation planning process, evidence base and climate finance investment plan for adaptation including developing potential draft project /programme concept notes which, once approved for funding, will deliver on-ground action under the FSM NAP.

Duties and Responsibilities:

The Project Manager will be responsible for the day-to-day management, co-ordination and supervision of the implementation of the project. Duties will include amongst others:

- a. Coordinate with consultants, national institutions, and state coordinators to ensure smooth and appropriate execution of project activities at the national level including coordinating travel and logistics arrangements on the ground
- b. Prepare a detailed project implementation plan aligned to the project logical framework and budget.
- c. Convene the project inception workshop and deliver relevant workshop report.
- d. Develop a term of reference for the Adaptation Technical Working Group (ATWG).
- e. Work with the appropriate national processes to formally establish the ATWG.
- f. Conduct monitoring of project activities and produce quarterly progress reports to be submitted to the Implementing Entity every three months.
- g. Liaise with the relevant government ministries / departments, and other stakeholders to ensure effective engagement in the project activities, and to gather and disseminate information relevant to the project.
- h. Promote and establish links with related national and regional projects, and other international programmes that are implemented in FSM.
- i. Backstop financial management/reporting requirements undertaken by the PFAA and manage PFAA work planning and delivery.
- j. Organize national consultation meetings, workshops and trainings according to the project implementation plan.
- k. Review all materials /deliverables generated during the project timeframe.
- l. Work with SPREP and DECEM to ensure the publication and dissemination of the reports identified as project outputs.

- m. Coordinate all necessary no-objection including no-objection letters as necessary, with the National Designated Authority (NDA) and ensure the NDA is continuously briefed on project implementation and delivery.

Qualification Requirements:

- A degree or advanced qualification in climate change, environmental science, project management, management, development studies or other related field.
- Minimum of 5 years proven experience related to climate change adaptation, climate finance, development of national plans and strategies, or similar experience in other sectors impacted by climate change, with knowledge of the Green Climate Fund and other international climate funds or multilateral funding sources.
- Demonstrated experience in project management of climate, environmental or development projects.
- Proven track record in stakeholder engagement and consultation with international and regional agencies, and nationally with government agencies, development agencies, private sector, and the community.

Salary:

The starting salary is \$28,600 per annum depending upon the qualification of the applicant.

To apply:

Send application, resume, credentials and other supporting documents to the following addresses:

**Department of Environment, Climate Change
& Emergency Management (DECEM)**

P.O. Box PS-69

Palikir, Pohnpei FM 96941

Phone: (691) 320-8812/8815

Email: lu.overoff@gmail.com

Office of Personnel, FSM

P.O. Box PS-35

Palikir, Pohnpei FM 96941

Phone: (691) 320-2618/2642

Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from **April 19, 2024** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER