



P.O. Box PS-35
Palikir, Pohnpei, FM 96941
Tel: (691) 320-2618/2642

Office of the Director

FSM Personnel Office

email: personnel@personnel.gov.fm

EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Blue Prosperity Micronesia Program Assistant** with in the FSM National Government at the Department of Resources & Development (R&D).

The Position:

- Assist in the day-to-day program implementation, including tracking of tasks and deadlines; arrange meetings and workshops for the Task force, working groups, and programs teams;
- Support the Program Coordinator and PMU with program correspondence and communication to ensure good information exchange between program partners and stakeholders; assist in preparing program presentations, reports and memos;
- Assist in drafting minutes, agendas and related meeting documents of Task Force and Working Group meetings and other program related meetings;
- Assist with and liaison with MCT on payment requests, accounting and bookkeeping as needed for the program;
- Provide support to program contractors in the implementation of their tasks for the achievement of the program;
- Contribute to the preparation and implementation of progress reports;
- Liaise with program counterparts and build and maintain relationships with local stakeholders;
- Assist the program team in obtaining Government decisions and approvals to advance the BPM work plan;
- Other duties as assigned.

Skills & Qualifications:

- At least 3 years of administrative assistance experience; preferably experience in providing assistance in program coordination and implementation;
- Minimum of an Associate's degree in Public Administration, Marine Science, Communications or related field;
- Excellent written communication skills;
- Excellent interpersonal skills;
- Excellent computer literacy particularly in MS Office applications;
- Fluency in written and spoken English and preferably in an FSM local language;
- Experience in report writing and editing;
- Strong organizational and time management skills;
- Commitment to sustainable progressive ocean management;
- Experience supporting senior staff and government officials;

Benefits: A Salary range from \$20,000.00 but not to exceed \$25,000.00 per annum depending upon the qualifications of the applicant. Housing, travel and relocation will be provided if applicable.

To Apply: Submit resume or application by mail, fax or e-mail to this address;

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Email: personnel@personnel.gov.fm

Department of Resources & Development
P.O. Box PS-121
Palikir, Pohnpei FM 96941
Phone: (691) 320-5133
Email: fsmrd@fsmrd.fm
yjmori.blueprosperitymicronesia@gmail.com

The Office of Personnel will be accepting application/resume from today December 20, 2021 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER