



P.O. Box PS-35  
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Office of the Director

## FSM Personnel Office

email: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

### EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks a well-qualified independent contractor to assist with the boosting of a database and webpage for the Overseas and Development Assistance and Compact Management Office at the FSM National Government, Palikir, Pohnpei FM 96941.

**Statement of Work:** In consultation with ODA and Compact Management staff, research and determine the best framework for collecting, analyzing, accessing, managing, storing, and sharing data; Data Extraction, Transformation, and Loading; Set up user access for data input by different stakeholders and create a procedure to ensure that the main users are able to input, access, and retrieve data; Develop a backup recovery plan to ensure that data stored is not lost; develop and implement formalized policies, protocols and guidelines on: records management, file naming conventions, data storage (including back-up procedures), data accessibility, data standards, and handling sensitive information; deliver training and capacity building exercises to all partners and stakeholders that have access to the database and perform other duties as assigned

**The Incumbent (s):** At least a Bachelor's in the area of information technology, communication, public administration and public policy, development studies or related fields, but a post-graduate degree in the stated fields is preferred. The ideal candidate should possess proven experience in database and web design.

**To Apply:** Offerors are required to submit a soft/hard copy of Technical and Price Proposal to:

ODA & Compact Management Office  
FSM National Government  
P.O. Box PS  
Palikir, Pohnpei FM 96941  
Phone: (691) 320-3944/6260  
Email: [yvonne.johnny@gov.fm](mailto:yvonne.johnny@gov.fm)

Office of Personnel  
FSM National Government  
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The Technical and Price Proposals should include but not limited to:

- Cover letter
- Resume(s)
- Technical plans & estimated timeframe for project
- Portfolio of previous work completed
- Breakdown of estimated price for service

Deadline to submit proposals is on the 20<sup>th</sup> of July 2021. If you have questions regarding the requirements set forth, please email Yvonne S. Johnny at [yvonne.johnny@gov.fm](mailto:yvonne.johnny@gov.fm) .