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Office of the Director

FSM Personnel Office

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EMPLOYMENT OPPROTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill four part-time positions of **Energy Efficiency Officers**. FSM State (**Pohnpei, Yap, Chuuk, and Kosrae**) based Energy Efficiency Officers (EEOs) will be recruited to provide local project support, given the distances from Pohnpei and the infrequent and costly air travel links to the other three states of FSM from the project base in Pohnpei. The state based EEOs will be shared with other energy related projects under development in FSM, particularly the implementation of the (2018) Energy Master Plans. The Energy Efficiency Officers roles will be partly funded by GEF.

The Position:

- * Be responsible for overseeing local project EE upgraded to ensure that they meet specifications and that any matters arising are quickly and suitably addressed;
- * Be responsible for local project administrative and secretarial matters;
- * Arrange local logistics, including travel and organization of meetings/workshops etc.;
- * Assist in the processing and reporting of local project co-financing and expenditures;
- * Develop and maintain appropriate local financial records and administrative systems;
- * Prepare quarterly expenditure reports and pass these on to the PMO;
- * Assist in the annual financial audit of all aspects of the project.

The Incumbent:

Graduation from an accredited college or university with a Bachelor's Degree in Business Management/Administration, Accounting or related field plus two years of work experience in accounting, administrative work or related work experience. Previous experience/familiarity with UNDP (or other donors) would be an assets.

Benefits: The annual salary is \$26,000.00 depending upon the qualification of the applicant.

To Apply: Submit resume or application by mail, fax or email to this address:

Office of Personnel
P.O. Box PS-35
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Email: personnel@personnel.gov.fm

Department of Resources & Development
P.O. Box PS-12
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The Office of Personnel will be accepting application/resume from January 27, 2021 unit it filled.

THE FSM AN EQUAL OPPORUNITY EMPLOYER