



Announcement No: POC-041-23  
Opening Date: 8/14/2023  
Closing Date: Until Filled

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)

## **TERMS OF REFERENCE**

### **Position: Finance, Administration and Procurement Officer (FAP)**

The Finance, Administration and Procurement (FAP) Officer will be responsible for the establishment and operation of finance, administration and procurement systems for the SIFWaP NDUs. The Position will be located within the NDU in the Lead Government Agency. The officer will be supervised by the NTM and will work closely and will be supported by the CPCU Finance, Administration and Procurement Specialist.

#### **Financial Management**

- a) With support from the CPCU Finance, Administration and Procurement Specialist, work with the NTM and other Project staff to establish financial management procedures and systems for the Project at country level.
- b) Prepare a financial procedures manual and submit this to the CPCU for review.
- c) Provide training to Project staff in the operation of financial procedures and systems.
- d) Assist with the preparation of the Project AWPB, and advise on the consolidation Component AWPBs into an overall country-level AWPB.
- e) Under the NTM, prepare applications for the Ministry of Finance to disburse funds from the Designated Account to the Project Accounts.
- f) Monitor whether the Ministry of Finance makes the required disbursements in a timely manner.
- g) Liaise with the NTM to monitor the Project's monthly income and expenditure statements and check whether expenditure is in-line with AWPB approvals.
- h) Establish and manage a paper-based system to record NDU and Component expenditures.
- i) Manage the Project financial records and accounts, both paper and electronic and ensure that these are managed efficiently and transparently.
- j) Manage the Designated Account and project accounts.
- k) Ensure that appropriate preparations are completed prior to the annual audit and arrange for the annual audit.
- l) Prepare monthly financial reports to the NTM and financial progress reports according to the specified reporting schedule.
- m) Undertake financial management of the contracts entered into by the Project.
- n) Maintain all personnel records and payment of salary of the NDU and IDU staff.

- o) Maintain asset registers.

### **Procurement**

- a) Prepare and update procurement implementation plans, reports.
- b) Conduct all procedures for the procurement of works, goods and consulting services required for the Project.
- c) Prepare, review and modify the bidding documents.
- d) Prepare correspondence and coordinate with IFAD regarding its approval of the proposed contract awards, following the CPSC recommendations.
- e) Maintain a Contract Register for all the contracts signed under the Project.
- f) Ensure that all the correspondence and documents related to the award of contracts are maintained.
- g) Ensure that proper documents are maintained by implementing agencies carrying procurement functions.
- h) Prepare monthly procurement progress reports and annual and semi-annual procurement plans under the IFAD procurement rules and guidelines.

### **Experience, Skills and Abilities**

- Minimum of five years experience in managing project finances and procurement.
- Computer literate, including proficiency in the use of accounting software.
- Good interpersonal, management and organizational skills.
- Good English language communication skills, both written and oral.
- Able to work independently, with limited supervision, and as part of a team.
- Knowledge of IFAD, WB and Government procurement guidelines and policies would be an asset.
- Strong communication and reporting skills.
- Academically qualified (a university degree or higher) in accounting, financial management, commerce, or other relevant areas.

### **Salary**

The Annual Salary is \$25,000.00 depending upon qualifications of the applicant.

### **To Apply**

Send application/resume by mail, or email to the following addresses:

Department of Resources and Development (R&D)  
P.O. Box PS-12  
Palikir, Pohnpei FM 96941  
Email: [fsmrd@rd.gov.fm](mailto:fsmrd@rd.gov.fm)

Office of Personnel  
P.O Box PS-35  
Palikir, Pohnpei FM 96941  
Email: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

The Office of Personnel will be accepting applications/resumes from August 14, 2023 until filled.