



Announcement No: POC-016-23  
Opening Date: 3/20/2023  
Closing Date: Until Filled

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

### EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill one position of **Grant Finance Coordinator** in the FSM National Government at the Department of Resources & Development (R&D).

**The Position:** Prepares and uploads grant status reports for all R&D Grant Funded Projects on EDA online platform; ensures that all transactions of grant funds are posted accordingly and that expenditures do not exceed the authorized funding level; monitor grant budgets; prepare and submit grant reports on time; prepares schedules need for financial statements upon requests by the auditors; Arrange for meetings with stakeholders; and perform other duties as assigned.

**Incumbent:** Graduation from accredited college or university with a Bachelor's degree in Business Administration, Accounting & Economic or related field plus four (4) years of work experience in accounting and bookkeeping.

**Benefits:** The Annual Salary **\$24,040.12** per annum (\$924.62 B/W) depending upon the qualification of the applicant.

**To apply:** Send resume or application by mail or e-mail to the following addresses:

Personnel Office  
P.O. Box PS-35  
Palikir, Pohnpei FM 96941  
Phone: (691) 320-2618/2642  
E-mail: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

Department of Resources & Development (R&D)  
P.O. Box PS-12  
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E-mail: [fsmrd@rd.gov.fm](mailto:fsmrd@rd.gov.fm)

The Office of Personnel will be accepting applications/resumes from **March 20, 2023 until filled.**