



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 **National Project Manager** at the Department of Resources & Development, FSM National Government.

The Position:

- * Oversee the day-to-day planning, implementation and monitoring of project activities;
- * Assist the National Project Director in the strategic management and overarching implementation of the project and achievement of its goals;
- * Coordinate and manage the project's Inception Workshop and preparation of the Inception Report;
- * Prepare progress reports (quarterly and annual); annual work plans and budgets; facilitate audits and prepare any other necessary documentation required by UNDP and the PAB;
- * Support timely progress of activities and project implementation as per the ProDoc or agreed changes of the ProDoc;
- * Support the elaboration of monitoring & evaluation reports (midterm, terminal etc.) to the FSM national and state governments and to UNDP/GEF;
- * Prepare Terms of Reference for consultants and subcontracts and for equipment procurement;
- * Manage disbursement of funds, maintenance of accounts as per requirements of UNDP, and provide inputs to internal and external audits (for ultimate consideration and authorization by the NDP);
- * Liaise with counterparts and main stakeholders to ensure their roles are appropriately integrated into the project.

The Incumbent: Graduation from an accredited college or university with a Bachelor's degree in Business Administration/Management or certificate in engineering or relevant technical area; plus 5 years of work experience in relevant area (ideally in energy and/or environment); Demonstrated management experience and organizational capacity.

Benefits: The annual salary is \$39,000.00 depending upon the qualifications of the applicant.

To apply: Submit resume or applicant by mail, or e-mail to this addresses:

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

Department of Resources & Development
P.O. Box PS-12
Palikir, Pohnpei FM 96941
Email: jtcelestine@fsmrd.fm

The Office of Personnel will be accepting application/resume from January 27, 2021 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER