



Announcement No: POC-011-22
Opening Date: 4/04/2022
Closing Date: Until Filled

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Office of the Director

FSM Personnel Office

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EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **National SDG Program Coordinator** at the Department of Resources & Development (R&D), FSM Division of Statistics.

The Position: Coordinate overall implementation of the SDG localization project in consultation with the SDG working group and State counterparts including;

- Coordinate SDG working group meetings and maintain communications with Stakeholders Communications.
- Conduct SDG awareness activities in line with project activities.
- Engage effectively with internal and external stakeholders in FSM and facilitate position communication channels amongst them.
- Maintain administrative records for the SDG localization project.

Provide Support to the SDG secretariat.

- Working Group meetings working group minutes and reports.
- Prepare meeting documents and follow up on agreed action points.
- Support update of SDG dashboard.

Manuel and electronic filing of communications; Preparing quarterly status report to Project Manager; Do other duties as assigned by the SDG working chair and/or management.

The Incumbent: Any combination of accredited college or university with a Bachelor's degree in development, economics, social sciences, public administration, social protection, communications or related fields plus four (4) years of work experience in coordinating/administrative work or related work experience.

Benefits: A salary of \$773.46 Bi-weekly and include all the applicable taxes. A term of one (1) year contract with opportunity to extend.

To Apply: Submit your resume or application by mail, or email to these addresses:

Personnel Office
P.O. Box PS-35
FSM National Government
Palikir, Pohnpei FM 96941
Phone No. 320-2618
Email: personnel@personnel.gov.fm

Dept. of Resources & Development
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FSM National Government
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The Office of Personnel, FSM will be accepting application/resume from April 04, 2022 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

