



Announcement No: POC-041-22
Opening Date: 12/22/2022
Closing Date: Until Filled

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Office of the Director **FSM Personnel Office** Email: personnel@personnel.gov.fm

National Technical Coordinator

The National Technical Coordinator will work closely with the Project Manager and other PIU staff and provide the main link between the PIU and the State Technical Coordinators for Project implementation.

Duties and Responsibilities

- Overall responsibility for coordination with the State Technical Coordinators for effective technical scoping and implementation of project activities;
- Coordinate inputs from the State Technical Coordinators to the project work plan and budget to ensure activities are technically sound and appropriate;
- Coordinate the activities of technical consultants and experts for the project;
- Provide technical inputs to national level project planning and decision-making sessions;
- Foster, establish, and maintain links with other related subnational and local programs, as well as national projects and other technical IAS projects in the Pacific (including GEF-financed projects in Fiji, Palau, and regional IAS Pacific project);
- Support local consultations or meetings with stakeholders including national government, technical organizations, NGOs, local communities, private sector and other entities, in accordance with the requirements of each project component;
- Work in close coordination with subcontractors and consultants in order to prepare documents and reports as required;
- Lead and coordinate M&E exercises to appraise project success and make recommendations for modifications to the project;
- Represent the Project at meetings and other project related fora at national and Regional level, as required;
- Convene meetings, arrange and organize phone/conference calls and other activities pertaining to national technical issues, as required;
- Develop and coordinate an optimal means by which to exchange and promote contacts at national level on behalf of the project, as well as to ensure the continuous flow of information among partners of the project;
- Facilitate implementation of the work plan and the annual budget;
- Ensure capacity building for project staff and partner organizations as needed to facilitate implementation;
- Promote collaboration and knowledge exchange between partner organizations;
- Maintain and update the project's digital information at national level (reports, maps, directory).

Required skills and expertise

- A university degree (MSc or higher) in a subject related to natural resource management, environmental sciences or other discipline related to IAS management and biosecurity
- At least 5 years of experience in natural resource management and/or sustainable development, with direct experience in biosecurity and IAS management
- At least 5 years of demonstrable project/programme management experience

- At least 5 years of experience working with government institutions that are concerned with natural resource and/or environmental management and/or sustainable development

Competencies

- Technical competence in the field of biosecurity and IAS management and knowledge of key IAS issues and threats relevant to FSM
- Strong coordination skills, with a demonstrated ability to effectively coordinate the implementation of multi-stakeholder projects, including financial and technical aspects
- Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project
- Ability to coordinate and supervise project staff in their implementation of technical activities in partnership with a variety of stakeholders, including community and government
- Strong communication, drafting, presentation and reporting skills in English and local languages
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search and ability to communicate effectively by email
- Flexible and willing to travel as required

Salary

- The annual salary is \$37,500.00 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
Email: fsmrd@rd.gov.fm

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

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