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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 individual to fill the position of **Operations and Finance Officer**, in Chuuk with in the FSM National Government at the Department of Environment, Climate Change and Emergency Management (DECEM).

**The Position:** Provide secretariat support and lead the organization of meetings including the Chuuk state project steering committee meetings, workshops, consultations in Chuuk in relation to the relevant activities of the project in close collaboration with the coordinators in Chuuk (Lekinioch & Satowan) and DECEM Project Management Unit (PMU), Liaise with all stakeholders in Chuuk State about the project and garner support for the implementation of the project's activities and solicit their views and knowledge to inform the detailed design and implementation of activities; Support the implementation of communication and visibility plan in Chuuk; Lead the administration and logistical preparations to enable delivery and implementation of Activities in Chuuk working in close collaboration with the PMU and coordinators in Chuuk (Lekinioch & Satowan); support and liaise with coordinators in Chuuk (Lekinioch & Satowan) in Chuuk (Lekinioch & Satowan) Support and liaise with coordinators in Chuuk (Lekinioch & Satowan) in providing all documents to facilitate procurement and payment for goods and services required to support the implementation of activities of the project in consultation with the National Project Team; ensure all project documents pertaining to Chuuk activities are kept and maintained for project reporting and audit.

**The Incumbent:** Graduation from an accredited college or university with a degree in accounting or business administration or closely related field plus three (3) years of work experience in financial, project coordinator and administration roles with very good oral and written communications skills in the English and Chuukese languages, good reporting skills and very good computer skills.

**Benefits:** A salary of \$14,000.00 per annual plus benefits

**To apply:** Submit resume, application by mail or fax or e-mail to the following addresses:

Office of Personnel Office  
FSM National Government  
P.O. Box PS-35  
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DECEM  
FSM National Government  
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The Office of Personnel will be accepting application/resume from August 1, 2021 Until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER