

Announcement #: POC-032-24
OPENING DATE: 6/3/2024
CLOSING DATE: Until Filled

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

The Government of the Federated States of Micronesia (FSM) seeks a well-qualified individual to fill the position of **Project Accountant** in Pohnpei with the FSM National Government at the Department of Environment, Climate Change and Emergency Management (DECCEM).

Duties & Responsibilities:

The Project Accountant is responsible for preparation of annual and quarterly budgets, annual requests for fund tranches, annual procurement plan and annual financial reports with all supporting documents ready for review and audit; Procure goods and services required by the project to support the implementation of the project at national, state and outer island level; Monitoring of project fund spending and ensuring that all State and outer island spending are in line with the approved work plan and budget; Liaise with suppliers of goods and services to source quotes; Support monitoring of contracts and ensure that deliverables comply with set time schedules under approved contracts; Support and respond to financial audits and reviews for the project and ensure all relevant reports and documents are available for audits; Support administration and logistical requirements to enable delivery and implementation of activities in close collaboration with the Project Management and project staff at state and Outer island levels; Ensure compliance with laws, policies, systems and procedures of the Government of FSM as well as of the Adaptation Fund and SPREP in relation to the procurement of goods and services and sourcing of consultancies and contractors to deliver the activities of the project; Ensure all project documents and files are kept and maintained for project audit and reviews; The Project Accountant is responsible to the Project Manager and expected to work in close collaboration with the Department of Finance and the relevant staff of DECCEM.

Qualification Requirements:

Any combination of accredited college or university with a degree in Accounting, Business Administration or related field plus five (5) years' experience in accounting with two years must be in governmental accounting. A U.S Certified Public Accountant is preferred.

Salary:

Salary of \$17,000.00 per annum and include all the applicable taxes.

To apply:

Send application, resume, credentials, and other supporting documents to the following addresses:

**Department of Environment, Climate Change
& Emergency Management (DECCEM)**

P.O. Box PS-69

Palikir, Pohnpei FM 96941

Phone: (691) 320-8815

Fax: (691) 320-8936

Email: Richard.moufa@gov.fm

Office of FSM Personnel

P.O.Box PS-35

Palikir, Pohnpei FM 96941

Phone: (691) 320-2618/2642

The Office of Personnel will be accepting application/resume from **June 3, 2024** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER