



P.O. Box PS-35
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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 **Project Administration/Finance Officer** at the Department of Resources & Development, FSM National Government. The Position (PAFO) will be provided by ED/DRD as part of the government of FSM in-kind contribution, this role will not be paid by GEF funds. This will be a part-time role, as the position will be shared with other donor-funded projects being managed by DRD. The NPM contribution to the MPSBEE project will be funded by the FSM government as part of their in kind contribution to the MPSBEE project.

The Position:

- Responsible for project administrative and secretarial matters,
- Arrange logistics, including travel and organization of meeting/workshops etc.
- Assist in the processing and reporting of all project co-financing and expenditures
- Develop and maintain appropriate financial records and administrative systems
- Prepare quarterly expenditure reports and ensure their timely submission to UNDP
- Conduct an annual financial audit of all aspects of the project, produce the required financial statements as needed, keep sound checks and balances in place to ensure proper use of finances under appropriate headings, and report on financial expenditure and commitments.

The Incumbent:

- Appropriate qualifications and/or experience is Business Management/Administration, or engineering or relevant technical area;
- At least 2 years of work experience in a relevant area (ideally in energy and/or environment).
- Demonstrated management experience and organization capacity;
- Previous experience/familiarity with UNDP (or other donors) would be an asset;
- Previous experience/familiarity with energy efficiency would be an asset;
- Good analytical skills, good interpersonal and communication skills, good computer skills;

Benefits: The annual salary is **\$20,000.00** per annum depending upon the qualifications of the applicant.

To Apply: Submit resume or application by mail, fax or email to this address:

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 February 26, 2021 until it filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER