



P.O. Box PS-35  
Palikir, Pohnpei, FM 96941  
Tel: (691) 320-2618/2642

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 individuals to fill the position of **Project Administration/Finance Officer** at the Department of Resources & Development, FSM National Government. The Project Administrative/Finance Officer will work in close cooperation with the state coordinators, as well as finance staff in the Implementing Partner – Department of Resources & Development, where the PIU is housed, and sub-level responsible parties particularly the four States of FSM.

#### The Position:

##### Specific responsibilities on project administration will include:

- \* Assist the Project Manager in day-to-day management and oversight of project activities;
- \* Support the National Technical Coordinator and State Technical Coordinators in matters related to M&E and knowledge resources management.
- \* Assist the National Technical Coordinator and State Technical Coordinators on the logistics related to capacity development and knowledge and sharing events;
- \* Ensure all project documentation (progress reports, consulting other technical reports, minutes of meeting etc.) are properly maintained in hard and electronic copies in an efficient and readily filing system.
- \* Provide PIU-related administrative and logistical assistance.

##### Specific responsibilities on project accounting will include:

- \* Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available;
- \* Review project expenditures and ensure that project funds are used in compliance with the Project Document and Government of FSM financial rules and procedures;
- \* Validate and certify FACE forms before submission to UNDP;
- \* Provide necessary financial information as and when required for project management decisions;
- \* Provide necessary financial information during project audit(s);
- \* Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;
- \* Consolidate financial progress reports submitted by the responsible parties for implementation, of project activities;
- \* Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financial progress reports and do other duties as assigned.

#### The Incumbent:

Graduation from an accredited college or university with a Bachelor's Degree in Business management/ Administration, Accounting or related field plus five years of work experience in accounting, administrative work or related work experience. Previous experience/familiarity with UNDP (or other donors) would be an asset.

**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

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Palikir, Pohnpei FM 96941

Email: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

Department of Resources & Development

P.O. Box PS-12

Palikir, Pohnpei FM 96941

Email: [fsmrd@fsmrd.fm](mailto:fsmrd@fsmrd.fm)

Att: John Wichep

The Office of Personnel will be accepting application/resume from February 12, 2021 until it filled.