



Announcement No: POC-038-23
Opening Date: 7/31/2023
Closing Date: Until Filled

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Palikir, Pohnpei, FM 96941
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Office of the Director

FSM Personnel Office

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EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Project Administrative & Finance Officer** in the Department of Resources & Development (R&D), FSM National Government, Palikir Pohnpei FM 96941.

The Position: Support the Project Management Unit in matters related to M&E and knowledge resources management; Keep records of projects funds and expenditures, and ensure all project related financial documentation are well maintained and readily available when required by the Project Manager; Assist in the preparation of financial reports; Relevant project documentation (progress reports, consulting and other technical reports, minutes of meeting, etc.) and properly maintain hard and electronic copies in an efficient and readily accessible filing system, for when required by the Project Steering Committee, the IAS Technical Advisory Panel, UNDP, Project Consultants and PIU staff, including State implementing entities; Review project expenditures and ensure that projects funds are used in compliance with the project document and Government of FSM Financial Management Regulations; Review annual budget and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues; Validate and certify Costed Work Plans and FACE forms before submission to UNDP.

The Incumbent: Graduation from an accredited college or university with a Bachelor's Degree in Accounting/Financial Management or related field at least five (5) years of relevant work, preferably in a project management setting involving multi-lateral/international funding agency.

Benefits: The annual salary is \$28,000.00 per annum depending upon the qualifications of the applicant.

To Apply: Submit resume or application by mail or e-mail to this addresses;

Office of Personnel
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Email: personnel@personnel.gov.fm

Department of Resources & Development (R&D)
P.O Box PS-12
Palikir, Pohnpei FM 96941
Email: fsmrd@fsm.fm

The Office of Personnel will be accepting application/resume from **July 31, 2023 until filled.**

THE FSM AN EQUAL OPPORTUNITY EMPLOYER