



Announcement No: POC-008-23
Opening Date: 2/03/2023
Closing Date: Until Filled

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

Project Administrative and Finance Assistant

The candidate will be monitored, overseen, and supervised by the Project Manager and Finance officer, in close cooperation with the Department of Resources and Development, where the PIU is housed, and sub-level responsible parties, particularly the four FSM States.

Specific responsibilities on project administration will include:

- * Assist the Project Administrative and Finance Officer in day-to-day management and oversight of financial activities;
- * Assist in keeping inventory of project supplies, equipment and other project assets;
- Assist the Project Administrative and Finance Officer on logistical support to implementation of activities;
- * Assist in the preparation of financial reports, processing of procurement, progress reporting and other functions;
- * Take minutes of all project meetings, including Project Steering Committee and PIU;
- * Assist FSM DRD Administrative Officer with input of PIU and State bi-weekly hours for submission;
- * Liaise and follow up with responsible parties for implementation of project activities in matters related to project funds and financial progress reports;
- * Facilitate scheduling of appointments, conferences and meetings for the Division and PIU;
- * Answer incoming telephone calls and refers to proper sources;
- * Perform other duties as assigned by PIU.

The Project Administrative and Finance Assistant will be recruited based on the following qualifications:

- * Associate degree or an advanced diploma in accounting/ financial management;
- * At least five years of relevant work experience, preferably in a project management setting involving multi-lateral/international funding agency. Previous experience with UN projects will be a definite asset, as will experience on a project involving natural resource management and/or sustainable livelihoods;
- * Proficiency in the use of computer software applications particularly MS Word, Excel and PowerPoint, as well as experience with setting up webinars and video conferences;
- * Excellent language skills in English (writing, speaking and reading) and in local languages;
- * Very good inter-personal skills.

Salary

The annual salary is \$15,000.00 depending upon qualifications of the applicant.

To Apply

Send application/resume by mail, or email to the following addresses:

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

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

The Office of Personnel will be accepting applications/resumes from February 03, 2023 until filled.

THE FSM IS AN EQUAL OPPORTUNITY EMPLOYER