



Announcement No: POC-046-23
Opening Date: 9/6/2023
Closing Date: Until Filled

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Office of the Director

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Terms of Reference: Administrative Officer

Position: Administrative Officer for Project Management Unit (PMU) for the GCF project “Climate-resilient food security for farming households across the Federated States of Micronesia”

Location: Pohnpei Federated States of Micronesia

Background

The GCF project “Climate-resilient food security for farming households across the Federated States of Micronesia” ([SAP020](#), approved March 2021) is a multi-year project starting in January 2022 and is the **first comprehensive national effort** to focus on increasing the resilience of FSM’s most vulnerable communities to food insecurity in the face of climate change. The project targets all households in the FSM high islands undertaking some form of farming approximately 68,250 direct beneficiaries (across the Federated States of Micronesia (FSM) with 63% of HHs conducting some form of agriculture and forestry). The project specifically works to improve technical capacity and coordination for CSA planning and policy, support improved decision-making for agriculture through downscaled climate information, increase availability, stability, and accessibility of locally grown food for food security, improve nutritional outcomes for vulnerable households, develop new opportunities for income and household productivity, and strengthen climate resilient value chains across the agriculture sector by implementing three interrelated components:

- 1. Establishing an enabling environment for adaptive action and investment:** This includes institutional coordination, undertaking descaled integrated vulnerability assessments, incorporation of climate change into State and national planning and policy, developing a network of farmer associations, and disseminating tailored communications for informed decision-making. These outputs will specifically help to better target adaptation investments based on community-level vulnerabilities, improve technical capacity for climate-smart planning and policy, cement political commitment and accountability for CSA, and drive informed decision-making for farmers, all of which will increase the adaptive and anticipatory capacity of FSM and lay the foundation for improved strategic planning for food security and climate resiliency.
- 2. Enhancing the food security of vulnerable households by introducing CSA practices:** This includes establishing agroforestry systems, capacity building for extension agents, awareness building and training for FSM households, and developing reserve capacity for climate disruption. This will increase the availability, stability, and accessibility of locally grown food for food security, improve nutritional outcomes for vulnerable households, develop new opportunities for income and household productivity, and drive a national change in awareness and utilization of CSA for improved resiliency.
- 3. Strengthening climate-resilient value-chains and market linkages across the agriculture sector:** This includes the development of new markets for local agriculture, enhanced food processing and preservation, and increasing awareness and consumption of local food). This will strengthen climate-resilient value chains across the agriculture sector, improve food security gaps through storage and processing, significantly transform opportunities for improved livelihoods thereby driving increased adaptive capacity, and create a strong incentive framework for local farmers to leverage CSA packages beyond the life of the project to secure a long-term shift towards improved climate resiliency with regards to food security.

Implementing Organization

The Micronesia Conservation Trust (MCT) is the Accredited Entity (AE) for the project and is responsible for supervising the implementation, financial management, evaluation, reporting, and closure of the project, as well as having overall fiduciary responsibility for the project. The FSM national government, acting through the Department of Resources and Development (R&D) and the Department of Environment, Climate Change & Emergency (DECEN), as well as the College of Micronesia (COM-FSM) will serve as the Executing Entities (EE). The FSM government and COM-FSM have overall responsibility for the effective delivery of required inputs in order to achieve the expected

project outputs. The FSM government is responsible for Component 1 and COM-FSM will be responsible for Components 2 and 3.

Overview of the Role

The project will be managed by the Project Management Unit (PMU), which will be based within the R&D. The PMU is led by the Project Manager (PM) and supported by a Senior Technical Officer as well as the Administrative Officer. The PMU coordinates activities between MCT and R&D as well as the implementing partners to oversee the implementation of the project's activities.

Specifically, the Administrative Officer will:

- i) Support the PMU and the project manager;
- ii) Provide administrative guidance and expertise;
- iii) Keep records of project funds and expenditures, and ensure all project-related financial documentation is well maintained and readily available when required by the Project Manager;
- iv) Review project expenditures and ensure that project funds are used in compliance with the Project Document and MCT's financial rules and procedures;
- v) Provide necessary financial information as and when required for project management decisions;
- vi) Provide necessary financial information during project audit(s);
- vii) Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;
- viii) Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;
- ix) Liaise and follow up with the responsible parties for the implementation of project activities in matters related to project funds and financial progress reports.
- x) Assist the Project Manager in day-to-day management and oversight of project activities;
- xi) Assist in the preparation of progress reports;
- xii) Manage the flow of procurement requests and supporting documentation between MCT and executing entities in line with MCT's Procurement Policy and Project Procurement Plan
- xiii) Ensure all project documentation (progress reports, consulting, and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by MCT, the PSC, project consultants, and other PMU staff;
- xiv) Provide PMU-related administrative and logistical assistance.

Desired Qualifications

The ideal candidate will have the following qualifications:

- University degree in a related field (Graduate degree a plus)
- At least 4 years of experience in administration, particularly for high-visibility and large projects for multilateral donors (past experience with climate change projects is a plus)
- Expertise related to procurement and understanding of good practice procurement rules and procedures
- Experience and familiarity with agriculture, agroforestry, food security, climate change, climate-smart agriculture, etc. is a plus
- Proven track record working and engaging with various stakeholder groups, particularly with government departments, NGOs, civil society groups, etc.
- Impeccable organizational and management skills
- Excellent written and spoken communication skills

Salary

Negotiable and commensurate with experience

Application

To apply please submit a cover letter and CV to gcf_sap020@ourmicronesia.org; personnel@personnel.gov.fm or mkostka1771@gmail.com with the subject line “[Last Name], [First Name] – Administrative/Finance Officer GCF SAP020”.

The Office of Personnel will be accepting applications/resumes from September 06, 2023, until filled.