

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill positions of **Project Communication and Knowledge Management Officer** at the Department of Resource and Development, FSM National Government, Palikir, Pohnpei FM 96941.

The Project Communications and Knowledge Management Officer will work under the guidance of the Project Manager to provide technical expertise in strategic communications and knowledge management.

Duties and Responsibilities:

- Oversee the utilization of the Knowledge and Attitude Practice (KAP) surveys, including questionnaires throughout project implementation as opportunities arise;
- Liaise with Plant and Animal Quarantine Service staff based at the ports to routinely request passengers entering and exiting the respective States to complete the KAP survey form and analyse data;
- Support and coordinate development of the Communications Strategy and Action Plan with project consultant, PIU and partners in each state, seek alignment on key messages, brand, and oversee roll out of events, materials, and activities;
- Update the Communications Strategy and Action Plan and implement accordingly;
- Represent the project at meetings, workshops, conferences, and other opportunities, as identified by the Project team;
- Ensure quality production of advocacy and branding materials such as periodicals, annual and donor reports, briefing notes, picture stories, videos etc.;
- Develop and archive communication materials such as publications, press releases and clippings, photographs, audio-visual materials, web resources etc.;
- Document best practices and maximize opportunities for increased engagement and buy-in for stakeholders, partners and government leaders;
- Lead development of communication and awareness materials to ensure visibility of the project achievements and good practices;
- Maintain information portals and social media sites (e.g. Facebook, Twitter and Youtube);
- Represent team in calls, meetings and workshops within UNDP and FSM related to communications, in order to ensure cross-learning and application of new approaches to the project;
- Perform other duties as assigned.

Qualification Requirements:

- A university degree in social science, marketing, communications or related;
- At least 5 years of experience in a previous management or communications role;

- Knowledge of and experience with the basics of marketing-branding, positioning, understanding of key audiences, etc.;
- Extensive social media experience is an added advantage;
- Excellent written and oral English communication skills are required;
- Advanced working knowledge of MS Office (Word, Powerpoint, Excel, Publisher), including proficiency in using Adobe Photoshop and other related programs.

Salary:

The annual salary is \$25,000.00 depending upon qualifications of the applicant.

To apply:

Send application, resume, and other supporting documents 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
Telephone number: 320-5133

Office of Personnel
P.O Box PS-35
Palikir, Pohnpei FM 96941
Email: personnel@personnel.gov.fm
Telephone number: 320-2618/2642

The Office of Personnel will be accepting application/resume from **May 2, 2024** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER