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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 full-time positions of **Project Coordinator** for the Federated States of Micronesia Certificate in Education Leadership, Policy, and Practice (CELPP) Project. This position is based under the FSM Department of Education throughout the 5 year duration of the project. The CELPP is funded by the US DOE Office of Special Education Programs (OSEP) and will certify 16 scholars in educational leadership practices. The Project Coordinator is a critical role for ensuring the project's success.

The Position:

General Duties: The Project Coordinator will be responsible for implementing the day-to-day implementation of project activities, including implementation of the project work plan, coordinating the activities of the Stakeholder Group and the Technical Work Group, and providing oversight to scholars with regards to meeting the objectives of their scholar portfolios and certificate requirements. The Project Coordinator will also work with NDOE IT to set up and maintain Learning Management System. In addition, the Project Coordinator will work closely with the Project Directors and Evaluation and Data Specialist to draft reports and the annual OSEP performance report.

Other Specific duties and responsibilities:

- * Implement CELP Work Plan, in collaboration with the management team.
- * Maintain tracking system for all project tasks.
- * Maintain Learning Management System for coursework and scholar portfolios.
- * Support scholars, mentors, and instructors in meeting timelines, using project templates, and following established procedures.
- * Support project evaluation activities.
- * Facilitate communication about the project with stakeholders, the general public, and support other outreach activities as assigned.
- * Communicate information to scholars, mentors, instructors, and technical workgroup members.
- * Manage day to day activities of project.
- * Plan and participate in project meetings with: OSEP Project Officer, Project Management Team, Technical Workgroup.

The Incumbent:

Graduation from an accredited college or university with a Bachelor Degree in Education or related field is required for this position. At Least 3 years work experience in project management, coordination, and supervision is required. The Candidate must possess strong verbal and written communication skills, as well as good organizational and interpersonal skills. The Candidate must be able to track and manage details and have a strong ability to coordinate multiple tasks.

Benefits: A Salary range from \$17,500.00 but not to exceed \$19,500.00 per annum depending upon qualification of the applicant. Housing, travel and relocation will be provided if applicable.

To Apply: Complete application materials will include: letter of interest, resume/curriculum Vitae, three (3) letters of reference, and copies of education credentials. Submit resume or application by mail or email to this address:

Office of Personnel
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Department of Education
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The Office of Personnel will be accepting application/resume from today February 22, 2021 until it filled.
THE FSM AN EQUAL OPPORTUNITY EMPLOYER