



Announcement No: POC-016-24  
Opening Date: 2/23/2024  
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](mailto:personnel@personnel.gov.fm)

### EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Project Current Coordinator** in the Department of Education, FSM National Government, Palikir, Pohnpei FM 96941.

**The Position:** Implement project current work plan, in collaboration with the management team; maintain tracking system for all project tasks; coordinate and maintain communication with state contracts and school teams in each of the four States; support project staff and partners in meeting timelines, using project templates, and following established procedures; support project evaluation activities; draft monthly and annual reports to OSEP with Project Director, communication information to project partners, advisory groups, and other as needed; manage day to day activities of project; plan participate in project meetings with OSEP Project Officer, and Project Management Team.

**The Incumbent:** Graduation from an accredited college or university with a Bachelor's degree in Education (M.E.D) or related field is required for this position At least 3 years of experience in project management, coordination and skills, as well as good organization and interpersonal skills. The Candidate must be able to track and manage details and have a strong ability to coordinate multiple task.

**Benefits:** A salary range from \$19,500.00 but not exceed \$22,500.00 per annual depending upon qualification of the applicant. Housing and relocation will be provided if applicable.

**To apply:** Send resume and application to the following addresses:

**Department of Education**  
**Federated State of Micronesia**  
P.O. Box PS-87  
Palikir, Pohnpei FM 96941  
Phone: (691) 320-2609/2647  
Email: [adurablert7@gmail.com](mailto:adurablert7@gmail.com)

**Office of Personnel**  
P.O. Box PS-35  
Palikir, Pohnpei FM 96941  
Phone: (691) 320-2618/2642  
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The Office of Personnel will be accepting application/resume from **February 23, 2024** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER