



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 FINANCE AND ADMINISTRATION OFFICER

TERMS OF REFERENCE

Duration	36 months; subject to Annual Performance Reviews		
Project	ADB Grant 0680-FSM: Renewable Energy Development Project (REDP)		
Expertise	Project Administration, Finance, Accounting		
Source	National	Category	Independent
Budget	\$25,000 (annual salary).		
Objective/Purpose of the Assignment:			
<p>The REDP Finance and Administration Officer will provide project management unit (PMU) support services for project administration and of procurement activities to assist in effective and timely project implementation. The REDP Project Management Unit (PMU) sits within the FSM Department of Resources and Development Energy Division (DoRD) in Palikir, Pohnpei, and is headed by a National Coordinator, who reports to the Assistant Secretary for Energy. The FAO will be based at DoRD and will work directly with and report to the NC on identified actions and assignments to be undertaken. The FAO role should be familiar with key stakeholders in the energy sector in the state, have good communication skills and be able to provide complete and comprehensive reports on a regular basis and as requested. Some travel may be required.</p>			
Scope of Work:			
Assist DoRD in Implementing FSM REDP including:			
<ol style="list-style-type: none">a) Track project expenditure and disbursement;b) Assist DoRD in preparing withdrawal applications for submission to ADB;c) Be responsible for project administrative and secretarial matters;d) Arrange logistics, including travel and organization of meetings/workshops, etc.;e) Assist in the processing and reporting of all project co-financing and expenditures;f) Develop and maintain appropriate financial records and administrative system;g) Prepare quarterly expenditure reports and ensure their timely submission to ADB;h) Conduct an annual financial audit of all aspects of the project, produce the required financial statements as needed, keep sound checks and balances in place to ensure proper use of finances under appropriate headings, and report on financial expenditure and commitments;i) Review and process invoices submitted by the contractors;j) Assist in the preparation of workshops, trainings and other capacity building exercises to facilitate development of gender strategies;k) Assist the DoRD with project financial management;			



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- l) Assist the REDP NC in the development and implementation of a Stakeholder Communication Strategy;
- m) Support and participate in REDP site visits;
- n) Participate in trainings and workshops to develop professional capacity;
- o) Assist and provide inputs to ADB missions;
- p) Assist the DoRD to prepare project audit reports;
- q) Provide support to the PSC including coordination and scheduling of PSC meetings;
- r) Assist the DoRD to prepare periodic progress reports and safeguard monitoring reports, as well as the project completion report as required by ADB; and,
- s) Other duties as assigned.

Required Qualifications, Skills and Experience

1. Appropriate qualifications and/or experience in Project Administration, Finance or Accounting;
2. At least two years' work experience in a relevant area;
3. Demonstrated project administration and financial reporting experience and organization capacity;
4. Previous experience/familiarity with ADB (or other donors) would be an asset;
5. Previous experience/familiarity with renewable energy initiatives would be an asset;
6. Good analytical skills, good interpersonal and communication skills, good computer skills;
7. Fluent in English, fluency in local FSM major language.

To Apply: Send application/resume by mail, or e-mail to the following addresses:

Department of Resources & Development
P.O. Box PS-12
Palikir, Pohnpei FM 96941
Email: fsmrd@fsm.fm

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Email: personnel@personnel.gov.fm