



Announcement No: POC-059-23
Opening Date: 10/26/2023
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

EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Project Finance Officer** in the Department of Resources & Development (R&D), Division of Tourism, FSM National Government, Palikir Pohnpei FM 96941.

The Position: Responsible in preparing the funds status report on all financial transactions in the day to day management;; Assists in preparation of financial reports, bookkeeping, and progress reports; Liaises with Assistant Secretary, and the State's tourism on logistic supports to record financial transaction on the grant; Provide quarterly financial report to Secretary and the US EDA; Maintains and monitors project plans, project schedules, work hours, budgets, and expenditures; Documenting and following up on important documents and payment requests; Providing administrative support to all State and Local Governments as needed; Create project management calendar to fulfill its goal and objective; Performs other duties as assigned.

The Incumbent: Graduation from an accredited college or university with a Bachelor's Degree in Accounting, bookkeeping and Financial Management or related field plus three (3) years of work experience in project management.

Benefits: The annual salary is \$26,000.00 per annum depending upon the qualifications of the applicant.

To Apply: Submit resume or application by mail or e-mail to this addresses;

Office of Personnel
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Phone: 320-2618/2642
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Department of Resources & Development (R&D)
P.O Box PS-12
Palikir, Pohnpei FM 96941
Phone: 320-5133/2646
Email: fsmrd@fsm.fm

The Office of Personnel will be accepting application/resume from **October 26, 2023 until filled.**

THE FSM AN EQUAL OPPORTUNITY EMPLOYER