

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

The Government of the Federated States of Micronesia (FSM) seeks well qualified individual to fill the position of **Project Finance and Administration Assistant** at the Department of Environment, Climate Change & Emergency Management (DECEM), FSM National Government, Palikir, Pohnpei FM 96941.

Overview of the Project:

The project titled, “National Adaptation Planning in the FSM (FSM NAP) Project”, is a three year project funded by the Green Climate Fund (GCF) through the Secretariat of the Pacific Regional Environment Programme (SPREP), and executed by the Department of Environment, Climate Change, and Emergency Management. This project aims to developing an overarching National Adaptation Plan (NAP) through a comprehensive consultative adaptation planning process, evidence base and climate finance investment plan for adaptation including developing potential draft project /programme concept notes which, once approved for funding, will deliver on-ground action under the FSM NAP.

Duties & Responsibilities:

The Project Finance and Administration Assistant will provide assistance to the Project Manager to facilitate smooth implementation of the project and be responsible for the day- to-day administration roles. Duties will include among others:

- a. Assist in managing the project activities
- b. Assist in preparing a project implementation plan
- c. Assist in preparing the quarterly progress report of the project
- d. Arrange purchasing of office equipment for the project purposes on a competitive basis. Maintain inventory of non-expendable equipment
- e. Lead the logistical support to project consultation meetings, workshops and trainings. Attend, whenever possible, regional and international trainings relevant to climate change
- f. Set up and maintain the project filing system
- g. Provide general administrative support to project activities
- h. Ensure that there is proper accountability of project funds (e.g., collection of local receipts, invoices, etc.)
- i. Assist in the preparation of progress reports
- j. Compile and file all project deliverables
- k. Support administrative and logistical requirements to enable delivery and implementation of activities in close collaboration with Climate Change State Focal point and State project staff and state and outer islands;
- l. Perform other project-related duties as requested by the Project Manager

Qualification Requirements:

- A university degree in accounting, economics or environmental management
- A minimum of 3 years of relevant experience in a field related to climate change.
- Work experience with international /regional /national organizations.

Salary:

The starting salary is \$22,100 per annum depending upon the qualification of the applicant.

To apply:

Send application, resume, credentials, and other supporting documents to the following addresses:

**Department of Environment, Climate Change
& Emergency Management (DECEM)**

P.O. Box PS-69

Palikir, Pohnpei FM 96941

Phone: (691) 320-8812/8815

Email: lu.overoff@gmail.com

personnel@personnel.gov.fm

Office of Personnel, FSM

P.O. Box PS-35

Palikir, Pohnpei FM 96941

Phone: (691) 320-2618/2642

Email:

The Office of Personnel will be accepting application/resume from **April 19, 2024** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER