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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 individual to fill the position of **Project Manager** at the Department of Resources & Development, FSM National Government. This position will be funded by the Global Environmental Facility (GEF) through the United Nations Development Programme(UNDP).

**The Position:** Plan the activities of the project and monitor progress against the approved work-plan; Supervise and coordinate the production of project outputs, as per the project document in a timely and high quality fashion; Provide technical inputs to implementation of project activities including to ensure effective coordination and alignment with other project activities including to ensure effective coordination and alignment with other projects and activities such as GEF-5 R&R project and regional initiatives and partnerships on IAS; Supervise and coordinate the work of all project staff, consultants and sub-contractors ensuring timing and quality of outputs; Coordinate the recruitment and selection of project personnel, consultant and sub-contract, including drafting terms of reference and work specifications and overseeing all contractor's work; Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments or reimbursement using the UNDP provided format; Prepare, revise and submit project work and financial plans, as required by Project Steering Committee and UNDP; Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted on a quarterly basis; Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible on possible actions if required; update the status of these risks by maintaining the project risks log; Act as overall project focal point for adherence to social and environmental safeguards and ensure SES requirement are integrated into the delivery of technical activities and stakeholders engagement processes as needed; Liaise with UNDP, Project Board, relevant government agencies, and all project partners, including donor organizations and CSOs for effective coordination of all project activities; Liaise with Project Managers of other national and regional GEF-financed projects focused on IAS, including in Fiji, Palau, a Pacific regional project, and in other SIDS. Identify opportunities for coordination and sharing of technical approaches, best practice and lessons learned; Facilitate administrative support and subcontractors and training activities supported by the Project; Oversee and ensure timely submission of the Inception Report, Project Implementation Report, technical reports, quarterly financial reports and other reports as maybe required by UNDP, GEF and other oversight agencies; Disseminates progress of project to the steering committees, and ensure the fulfillment of PSC directives; Oversee the exchange and sharing of experience and lessons learned with relevant community based integrated conservation and development projects nationally and internationally; Assist community groups, municipalities, CSOS, staff, students and others with development of essential skills through training workshops and on the job thereby increasing their institutional capabilities; Encourage staff, partners and consultants such that strategic, intentional and demonstrable efforts and made to actively include women in the project, including activity design and planning, budgeting, staff and consultant hiring, subcontracting, purchasing, formal community governance and advocacy, outreach to social organizations, training, participation in meetings; and access to program benefits; Assists and advises the State Technical Coordinators, Coordination Support Officers and local staff responsible for activity implement in the target sites; Carry regular, announced and unannounced inspections of all sites and activities and performs other duties as assigned.

**The Incumbent:** Graduation from an accredited college or university with a Bachelor's degree in Environmental Science or related field plus ten years of experience in national resources management and/or sustainable development.

**Benefits:** The annual salary is **\$30,000.00** depending upon the qualifications of the applicant.

**To apply:** Submit resume or application by mail, or e-mail to this address:

Office of Personnel  
P.O. Box PS-35  
Palikir, Pohnpei FM 96941  
Email: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

Department of Resources & Development  
P.O. Box PS-12  
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The Office of Personnel will be accepting application/resume from February 16, 2021 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER