



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 four(4) positions of **R2R Project Assistant** at the Department of Environment, Climate Change and Emergency Management (DECEM), FSM National Government.

The Position:

- * Receive incoming payment requests from the R2R Coordinators/Technical officers in each four of the (4) States, including the Project Implementation Unit (PIU)
- * Establish and maintain an expense ledger by tracking all incoming and outgoing payments for the project
- * Prepare and submit MS requests to the Department of Finance & Administration for payment processing
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- * Prepare and submit recruitment forms for project employees and consultants;
- * Draft/renew (Company & Employee Contracts) for approval by DECEM and other relevant government agencies;
- * Maintain and update (Per Quarter) the project Statement of Asset & Equipment;
- * Assist the R2R Financial Administrator in project budget monitoring and revision;
- * Facilitate, guide and monitor the financial aspects of the national Project Implementation Unit (PIU) and state based agencies;
- * Manage all activities of the National R2R project, within the agreed budget, to achieve the expected outputs of the project, in consultation with the DECEM; and
- * ensure all expenditures of the National R2R Project are in accordance with the FSM and UNDP/GEF guidelines.

The Incumbent:

- * Bachelor's degree in management, administration, economics, environment conservation or closely related field or equivalent work experience;
- * At least 2 years of experience in financial management, preferably working with the FSM National financial systems;
- * Experience dealing with national experts and international institutions is an added advantage;
- * Exposure to environmental issues or biodiversity desirable, but not required;
- * Be fully computer literate with Microsoft Office Programs;
- * Experience in providing a streamlined financial service role to a project management team, including experience in developing and delivering financial reports;
- * Familiar with financial and procurement process within UNDP is desirable;
- * Demonstrated initiative in carrying out his/her duties and ability to work independently with tight deadlines; and
- * Ability to operate standard office equipment and familiarity with principles of accounting and office practices are essential.

Benefits: A salary of **\$18,000.00** Per Annum. Housing, travel and relocation will be provided if applicable.

Duration: One (1) year, renewable based on Performance Evaluation Report.

To Apply: Send Application/Resume by mail, fax to the following addresses:

Office of Personnel

P.O. Box PS-35

FSM National Government

Palikir, Pohnpei FM 96941

Phone No. (691) 320-2618/2642

Email: personnel@personnel.gov.fm

DECEM

P.O. Box PS-69

FSM National Government

M 96941

Phone No. (691) 320-8815

decem.fsm@gmail.com

The Office of Personnel will be accepting application/resume from February 03, 2021 until filled.