



Announcement No: POC-024-23
Opening Date: 5/19/2023
Closing Date: 5/30/2023

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 individual to fill the position of **REDP National Project Coordinator**, funded by ADB through the Department of Resources & Development, FSM National Government, Palikir, Pohnpei FM 96941

The Position: Work with the Project Steering Committee (PSC), and beneficiary utilities, to progress the the implementation; Coordinate between development partners and FSM Project Stakeholders; Assist PSC and beneficiary utilities to implement stakeholder communication and Consultation Plan including assistance with community consultation and any record keeping required; Identify issues and roadblocks to the implementation of the project and recommend potential solutions; Assist the implementing agency, Department of Resources and Development (DORD) monitor process against the consultant and contractor plans, reporting regularly on action necessary to mitigate potential delays in project implementation; Assist the DORD and the Executing agency, Dept. of Finance & Administration (DOFA) for timely preparation of the project audited financial reports coordinate the timely submission of the audited entity financial statements of utilities as well as the performance of the financial covenants in the grant agreement; Provide general administration and financial management support to DORD: Support project performance to ensure it meets reflects the agreements in the project administration manual and when needed, work with the Government and PSC to update the project administration manual, in coordination with the ADB team; Monitor the project contract awards and disbursement against pre-agreed milestones; prepare withdrawal applications and coordinates submission to DORD and DOFA; and update the financial management assessment of DOFA as required; Provide support the PSC, including coordination and scheduling o PSC meetings in a timely and effective manner, management of PSC meting expenses budgets and minutes of meeting; Track lessons learned and develop recommendations for efficient implementation of project; Assist the DORD to prepare periodic progress reports (including a review of the status of all applicable grant convents) and safeguard monitoring reports, as well as the project completion report as required by ADB; Accomplish a daily time sheet to record the number of hours worked, meetings attended, action taken, summary status on project (including contracts), anticipated week-ahead and month-ahead plans and pending deliverables and provide weekly update the DORD. The time sheet can be shared with ADB upon filing of claim through a withdrawal application; Assist the DORD to coordinate with and ensure timely delivery of work by other consultants under the grant; Act as local liaison for the Project Implementation Consultant (PIC) including facilitating logistics of the PIC team; identifying and collecting existing data, reports and documentations as requested by the PIC; Manager work schedule in conjunction with PIC team leader and DORD.

The Incumbent: Bachelor's degree in Engineering, Business Administration or any relevant field plus ten (10) years work experience in the Pacific region and with donor programs and energy sector is desirable.

Benefits: Depending upon the qualification of the applicant. Housing, travel and relocation will be provided if applicable.

To apply: Submit applications/resumes by mail or email to the following addresses:

Officer of Personnel, FSM

P.O. Box PS-35

Palikir, Pohnpei FM 96941

Email: personnel@personnel.gov.fm

Department of Resources & Development

P.O. Box PS-12

Palikir, Pohnpei FM 96941

Email: fsmrd@rd.gov.fm

The Office of Personnel will be accepting applications/resumes from May 19, 2023 to May 30, 2023.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER