



Announcement No: POC-009-22
Opening Date: 4/04/2022
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 three (3) positions of **SDG Desk Officer** will be in Chuuk, Kosrae and Pohnpei with in the FSM National Government at the Department of Resources & Development (R&D).

The Position: Coordinate State SDG meetings and development of SDG operations and implementation plan for the SDG localization; Support mainstreaming of SDGs into State Planning and Budgeting Processes; Coordinate community outreach together with the State SDG coordination group and the SDG State focal point; Organize public/private/civil Society Sectors Dialogues; Maintain communications with Stakeholders at the state level communications; Conduct SDG awareness activities in line with project activities; Engage effectively with internal and external stakeholders at state and national level and facilitate positive communication channels amongst them; Maintain administrative records including minutes working group minutes and reports. Prepare meetings documents and follow up on agreed action points; Support update of SDG dashboard; Prepare quarterly status reports to national SDG program coordinator; and performs other duties as assigned by the SDG State Focal points.

The Incumbent: Any combination of accredited college or university with a Bachelor's degree in development, economics, social sciences, public administration, social protection, communications or related fields plus three (3) years of work experience in coordinating/administrative work or related work experience.

Benefits: A salary of \$695.86 B-weekly and include all the applicable taxes. A term of one (1) year contract with opportunity to extend.

To Apply: Submit your resume or application by mail, or email to these addresses:

Personnel Office
P.O. Box PS-35
FSM National Government
Palikir, Pohnpei FM 96941
Phone No. 320-2618
Email: personnel@personnel.gov.fm

Dept. of Resources & Development
P.O. Box PS-12
FSM National Government
Palikir, Pohnpei FM 96941
Phone No. 320-2646
Email: stats@fsmrd.fm

The Office of Personnel, FSM will be accepting application/resume from April 04, 2022 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER