



Announcement No: POC-001-24
Opening Date: 01/15/2024
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 position of **State Coordinator** in the FSM National Government at Department of Resources & Development in each of the four States.

Four State Coordinators will facilitate and support the review and development of the new FSM National Strategic Development Plan through on the ground work in Kosrae, Chuuk, Pohnpei, and Yap. The State Coordinators are responsible for ensuring strong linkages between the FSM Strategic Development Plan Coordination Team situated at the Department of Resources & Development, and all partners in the States including – State government partners, local partners, NGOs/CSOs, as well as for consolidating the project with the private sector, local authorities, and communities.

Duties & Responsibilities:

- Coordinate local consultations or meetings, arrange and organize phone/conference calls and other activities with stakeholders including State and local government, NGOs, local communities, private sector and other entities, in accordance with requirements of the project;
- Foster, establish, and maintain links with other related local programs, tied to the project (ODA/GCF Coordinators, Governor's Office, State Legislatures, State Departments);
- Provide support to national and international consultants in the implementation of their tasks for the achievement of SDP coordination activities;
- Oversee the implementation of State-based activities;
- Represent the SDP Coordination Team at meetings and other project related activities within the State, as required;
- Develop and coordinate an optimal means by which to exchange and promote contracts on behalf of the SDP Coordination Team, as well as to ensure the continuous flow of information among State-based partners, stakeholders and community members;
- Facilitate implementation of the work plan and the annual budget;
- Coordinate capacity building for key State partners as required;
- Maintain and update the project's digital information locally (collection of reports and information from local sources, photos of events, social media posts).
- Contribute to the preparation of progress reports, consultation, meeting reports including taking minutes at meetings and project completion report;
- Other duties as assigned.

Required skills & expertise:

- A university degree [BS or higher] in subject related to public administration, business and development studies, political science or other related discipline;
- At least 3 years of demonstrable project/program management/ coordination, policy development, monitoring and evaluation, or other similar related areas;

- Strong communication and coordination skills, with a demonstrated ability to effectively coordinate the implementation of multi-stakeholder projects, focusing on technical aspects;
- Ability to effectively coordinate consultations and workshops, work with a wide range of stakeholder across various sectors and at all levels, to develop durable partnerships with collaborating agencies;
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project;
- Ability to coordinate implementation of project activities in partnership with a variety of stakeholders, including community and governments;
- Strong communication, drafting, presentation and reporting skills in English and local languages;
- Strong computer skills, in particular mastery of all applications of the MS Office package, internet search, and ability to communicate effectively by email.

Salary:

The annual salary is \$25,000 per year depending upon qualifications of the applicant.

To Apply:

Send application/resume by mail, or e-mail to the following addresses:

Office of Personnel

P.O. Box PS-35

Palikir, Pohnpei FM 96941

Phone: 320-2618/2642

Email: personnel@personnel.gov.fm

Department of Resources & Development (R&D)

P.O Box PS-12

Palikir, Pohnpei FM 96941

Phone: 320-5133/2646

Email: fsmrd@rd.gov.fm

The Office of Personnel will be accepting application/resume from **January 15, 2024 until filled.**

THE FSM AN EQUAL OPPORTUNITY EMPLOYER