



P.O. Box PS-35
Palikir, Pohnpei, FM 96941
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Office of the Director **FSM Personnel Office** email: personnel@personnel.gov.fm

State Technical Coordinators

Four State Technical Coordinators will support the project's implementation in Kosrae, Chuuk, Pohnpei, and Yap. The State Technical Coordinators are responsible for ensuring links between the Project Technical Coordinator, State and Local partners, as well as for consolidating the project with local authorities and beneficiary communities.

Duties and Responsibilities:

- Generate local technical inputs for the plan and budget to ensure State activities are technically sound and respond to local IAS priorities and contexts;
- Oversee the technical implementation of State-based activities;
- Facilitate field project planning and decision-making sessions;
- Coordinate and support activities of consultants and experts to achieve project outputs;
- Foster, establish, and maintain links with other related subnational and local programs, as well as national projects;
- Coordinate local consultations or meetings with stakeholders including local governments, NGOs, communities, private sector and other entities, in accordance with requirements of each project component;
- Work in close coordination with other consultants in order to prepare documents and reports as required;
- Participate in M&E exercises to appraise project success and make recommendations for modifications to the project;
- Resolve all technical issues that might arise during implementation at the project sites;
- Represent the Project at meetings and other project related activities within the State, as required;
- Convene meetings, arrange and organize phone/conference calls and other activities pertaining to the State, as required;
- Develop and coordinate an optimal means by which to exchange and promote contacts on behalf of the project, as well as to ensure the continuous flow of information among local partners and other partners of the project's pilot sites;
- Facilitate implementation of the work plan and the annual budget;
- Ensure capacity building for pilot site organizations and for key State partners;
- Promote collaboration and knowledge exchange between local organizations;
- Maintain and update the project's digital information locally (reports, maps, directory, and newsletters).

Required skills and expertise

- A university degree (BSc or higher) in subjects related to natural resource management, environmental sciences or other discipline related to IAS management and biosecurity
- At least 3 years of experience in natural resource management and/or sustainable development, with direct experience and specialism in biosecurity and IAS management.

- At least 3 years of demonstrable project/program management experience
- At least 3 years of experience working with government institutions that are concerned with natural resource and/or environmental management and/or sustainable development

Competencies

- Technical competence and knowledge in biosecurity and IAS management
- Strong coordination skills, with a demonstrated ability to effectively coordinate the implementation of multi-stakeholder projects, focusing on technical aspects
- Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders 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 and supervise local project staff in their implementation of technical activities in partnership with a variety of stakeholders, including community and government
- 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 and internet search and ability to communicate effectively by email
- Flexible and willing to travel as required

Salary

- The annual salary is \$18,000.00 depending upon qualifications of the applicant.

To Apply

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

Department of Resources & Development (R&D)
P.O. Box PS-12
Palikir, Pohnpei FM 96941
Email: fsmrd@fsmrd.fm

Office of Personnel
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