



Announcement No: POC-018-23
Opening Date: 5/08/2023
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

Terms of Reference: Forest Stewardship Program Coordinator
Project Title: Forest Stewardship Programs in the FSM
Salary: \$19,000
Project Duration: One Year with an Option to Extend

The Project Coordinator will be based at the FSM Department of Resources & Development, Division of Agriculture

Project Background: The US Department of Agriculture Forest Service (USFS) provides annual grants to the FSM Dept. Resources and Development and to FSM state agencies and partners, funded by the USFS Forest Stewardship program and related programs including Landscape Scale Restoration, Budget Infrastructure Law – Revegetation, and other opportunities. Program authorities include forest conservation, forest and agroforest management, and planning; national program guidelines may be found at <https://www.fs.usda.gov/managing-land/forest-stewardship/program>. Within the FSM, program priorities and grant proposals are guided by the FSM’s “Forest Action Plan” found at <https://www.stateforesters.org/districts/federated-states-of-micronesia/> which in turn aligns with FSM national and state strategies. FSM-level program coordination will enhance direct implementation of grants to the FSM government, and will support successful implementation and reporting of accomplishments from FSM state and other grantees.

Under the overall supervision of the Assistant Secretary, the Project Coordinator will work on the following tasks to coordinate the implementation of the project:

1. Coordinate, assist and facilitate, ensuring state stakeholders’ ownership of the implementation of Forest Stewardship Grant Program in a timely manner and be responsible for its financial, administrative, and technical oversight in line with national and state policies and practices.
2. Develop a detailed annual work and budget plans based on approved overall work plan.
3. Prepare quarterly or semi-annual grant reports (depending upon each grant) and annual standardized reports. Coordinate with other agencies within the FSM (state grantees, FSM Dept. Finance) concerning other progress and financial reports, ensuring the accuracy and timely submission of these reports to the donor.
4. Organize regular or extraordinary team meetings in project management unit and meetings and reviews with donor, partners or other stakeholders during the project period to monitor and manage the progress of project implementation
5. Design an assessment tool aligned with USFS reporting and conduct assessments for the designed conservation, reforestation, and restoration activities at the states.

6. Reactivate the FSM Forest Stewardship Program Coordinating Committee including state-level subcommittees and ensure efficiency of the program services.
7. Participate in relevant trainings and meetings such as the National Forest Stewardship Program Meeting and the Pacific Island Forestry Professional Workshop.

Qualifications and Work Experiences:

1. Bachelor's degree in Agriculture, Natural Resource Management, or any related field.
2. Minimum of three years of work experience in project development, planning, and management.
3. Excellent skill in organizing and coordinating diverse activities, analytical thinking, and ability to work in a team with initiative and resourcefulness.
4. Excellent written and communication skills.
5. Has strong leadership and advocacy skills.

Application Submission:

1. Interested candidates are invited to submit the following documents/information to demonstrate their relevant qualifications and experience:
 - FSM Personnel Job Application
 - Curriculum Vitae
 - Copies of relevant degrees/certificates
2. Application package should be directly sent to FSM Personnel and email to mjacob@rd.gov.fm

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

Office of Personnel
P.O Box PS-35
Palikir, Pohnpei FM 96941
Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting applications/resumes from May 8, 2023 until filled.

THE FSM IS AN EQUAL OPPORTUNITY EMPLOYER