



Office of the President

FSM Personnel Office

P.O. Box PS-35
Palikir, Pohnpei FM 96941

Ph: (691) 320-2618/2642 Fax: (691) 320-8836

EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the four (4) positions of **Operations and Finance Officer** in **Pohnpei, Yap, Chuuk, and Kosrae** with in the FSM National Government at the Department of Environment Climate Change and Emergency Management (DECEM).

The Position: Provide secretariat support and lead the organization of meetings including the Pohnpei/Yap/Chuuk/Kosrae state project steering committee meetings, workshops, consultations in Pohnpei/Yap/Chuuk/Kosrae in relation to the relevant activities of the project in close collaboration with the coordinators in Pohnpei (Nukuoro & Kapingamarangi)/Yap (Eauripik & Woleai)/Chuuk (Lukunort & Satawan)/Kosrae and DECEM Project Management Unit (PMU); Liaise with all stakeholders in Pohnpei/Yap/Chuuk/Kosrae State about the project and garner support for the implementation of the project's activities and solicit their views and knowledge to inform the detailed design and implementation of activities; Support the implementation of the communication and visibility plan in Pohnpei/Yap/Chuuk/Kosrae; Lead the administration and logistical preparations to enable delivery and implementation of activities in Pohnpei/Yap/Chuuk/Kosrae working in close collaboration with the PMU and Coordinators in Pohnpei (Nukuoro & Kapingamarangi)/Yap (Eauripik & Woleai)/Chuuk (Lukunort & Satawan)/Kosrae; Support and liaise with Coordinators in Pohnpei (Nukuoro & Kapingamarangi)/Yap (Eauripik & Woleai)/Chuuk (Lukunort & Satawan)/Kosrae in providing all documents to facilitate procurement and payment for goods and services required to support the implementation of activities of the project in consultation with the National project team; Ensure all project documents pertaining to Pohnpei/Yap/Chuuk/Kosrae activities are kept and maintained for project reporting and audit.

The Incumbent: Graduation from an accredited college or university with a degree in accounting or business administration or closely related field plus three (3) years of work experience in financial, project coordinator and administration roles with very good oral and written communication skills in the English and pohnpeian/Yapese/Chuukes/Kosraen languages, good reporting skills and very good computer skills.

Benefits: Salary of \$14,000.00 per annum plus benefits.

To Apply: Submit resume or application by mail, fax or e-mail to this address;

Office of Personnel
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DECEM
P.O. Box PS-69
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Email: richard.moufa@decem.gov.fm

The Office of Personnel will be accepting application/resume from August 29, 2018 until filled

THE FSM AN EQUAL OPPORTUNITY EMPLOYER