

State-Level Technical Coordinator (FSM Department of Environment, Climate Change & Emergency Management (DECEM)) Yap & Kosrae [open until filled]

The Government of the Federated States of Micronesia (FSM) invites applications from qualified individuals for the position of Yap and Kosrae **State-Level Technical Coordinator** within the Department of Environment, Climate Change and Emergency Management, FSM National Government.

Duties & Responsibilities:

The State-Level Technical Coordinator will work with the implementing partners and the stakeholder engagement specialists, respectively in Kosrae and Yap, in cooperation with the PMU, and coordination with the national technical coordinator. They will also be responsible for the day-to-day management of the project in their respective states and take care of communication and knowledge management activities at state level. They will ensure that project activities are carried out in accordance with project objectives, standards, and constraints. The State-Level Technical Coordinator (Kosrae) / State-Level Technical Coordinator (Yap) will have the following responsibilities: Project management and implementation: Planning and implementation of project activities, monitoring progress against approved work plans and indicators in the results framework and day-to-day management of

Project staff; Oversee and coordinate the implementation of project activities in Yap and Kosrae, representing the PMU in day-to-day project management activities; Work with implementing partners to execute project activities at the state level. Ensure that all contractual processes follow established IUCN and GEF procedures. Organize all project events (conferences, workshops, meetings, etc.) at the state level, ensuring smooth coordination and execution. Stakeholder Engagement: Collaborate with local stakeholder engagement specialists and maintain effective communication with local stakeholders. Coordination: Ensure alignment and coordination with the national technical coordinator and PMU. Assist in generating financial reports and preparing monthly delivery monitoring tables for the assigned project, identifying issues, and contributing to the development of solutions as needed. Communication & Knowledge Management: Oversee project Monitoring & Evaluation (M&E) activities, as well as Knowledge Management (KM) initiatives. Cooperate in the timely development of project Annual Work Plans, as well as the timely and effective delivery of project outputs, M&E and KM activities, and quarterly and annual reporting of project results. Develop and manage communication strategies and KM activities in collaboration with the PMU and the NTC. Monitoring & Reporting: Collect and report on project progress, challenges, and outcomes at the state level.

Qualification Requirements:

Graduation from advanced university degree (Master's degree or equivalent) in conservation, natural resources management or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Proven experience in project management and community development, preferably in the context of ecotourism, natural resources management and biodiversity conservation. Strong knowledge of the project sites. Previous

Project Finance & Administrative Assistant (FSM Department of Environment, Climate Change & Emergency Management (DECEM)) Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Project Finance & Administrative Assistant**, FSM National Government at the Department of Environment, Climate Change & Emergency Management.

Duties & Responsibilities:

Report and facilitate advance requests to IUCN for the provision of financial resources, using the Fund Authorization and Certificate Expenditures (FACE) form; Prepare and submit requests for direct payments and reimbursements to IUCN; Responsible for project budget monitoring and revision; Prepare project financial reports and furnish to the project Steering Committee and IUCN, as required; Facilitate, guide and monitor the financial aspects of the national PMU and state-based agencies; Establish and maintain an expense ledger for the Project; Maintain an inventory file to support purchases of all equipment/assets for the Project; Manage all activities of the Project, within the agreed budget, to achieve the expected outputs of the project, in consultation with the DECEM; Update and share financial activities/output/outcome progress with DECEM and IUCN, likely key challenges/risks and proposed way

forward if and when necessary; Facilitate payment and acquittals as per yearly procurement plans for the Project in line with the activities indicated in the Project Annual Work Plans; Liaise with national government departments and State based agencies to ensure adequate financial monitoring and acquittal of advances/payments; Work to continuously improve systems and procedures to enhance internal controls to satisfy audit requirements; Prepare monthly project account reconciliation statements; Document and share records of meetings, decisions and actions, as required. Check and ensure all expenditures of the Project are in accordance with FSM/ IUCN/GEF guidelines; Ensure support is provided in organizing Steering Committee and other relevant events/meetings; Prepare and submit financial reports from the Department of Finance, as required; Submission of payment requests to ensure timely implementation of project activities; Planning and implementation of project activities, monitoring progress against approved work plans and indicators in the results framework and day-to-day management; Managing the organization, work plans, programs and activities, as well as progress and financial reporting to Project Steering Committee and IUCN; Oversee, in cooperation with the national and state technical coordinators, project Monitoring & Evaluation (M&E) activities, as well as Knowledge Management (KM) initiatives; Assist with other Project related activities, where required. These may include planning for meetings, local and national consultations, trips and other project related activities; and assist in ensuring the Project is executed in a timely and appropriate manner.

Qualification Requirements:

Graduation from advanced University with a Bachelor's degree in management, administration, economics, environment or closely related field or equivalent work experience; At least three (3) years of experience in financial management, preferably working

with the FSM National financial systems; Experience dealing with national experts and international institutions is an added advantage; Exposure to environmental issues or biodiversity desirable, but not required; Be fully computer literate with Microsoft Office Programs; Experience in providing a streamlined financial service role to a project management team, including experience in developing and delivering financial reports; Familiar with financial and procurement process within IUCN; Demonstrated initiative in carrying out his/her duties and ability to work independently to tight deadlines; and Ability to operate standard office equipment and familiarity with principles of accounting and office practices are essential.

Salary: Salary will be determined through negotiation and will be based on the applicant's qualifications and experience.

To Apply: Submit resume or application by mail to the following addresses:

Department of Environment, Climate Change Personnel & Emergency Management (DECEM)	Office of FSM
PS-35	P.O.Box
P.O. Box PS-69	
	Palikir, Pohnpei FM 96941
Palikir, Pohnpei FM 96941	
	Phone: (691) 320-2618/2642
Phone: (691) 320-8815	
	Email: personnel@personnel.gov.fm
Email: darla.yatilman@decem.gov.fm	

The Office of Personnel will be accepting application/resume from today April 17, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Chief Technical Advisor (FSM Department of Environment, Climate Change & Emergency Management (DECEM)) Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Chief Technical Advisor** at the Department of Climate Change & Emergency Management (DECEM).

Duties & Responsibilities:

- Provide technical support to the PMU and national partners in achieving joint project activities, ensuring alignment with project objectives and standards.
- Advise IUCN on project progress, necessary changes, improvements, and initiatives to capitalize on project opportunities.
- Support cooperation and dialogue with relevant national and international initiatives, including the BGI-IP, to create synergies and enhance the impact of project activities.
- Advise on specific project matters based on technical expertise and project objectives.
- Prepare Terms of Reference (ToRs) for technical activities and technical consultancies, including the preparation of technical documents, plans, studies, etc.

- Follow up on technical activities and consultancies, ensuring timely implementation and quality delivery.
- Review and validate technical documents prepared under the Project, ensuring accuracy, relevance, and alignment with project objectives.
- Perform other duties as assigned.

Qualification Requirements:

Graduation from advanced University with a Master's degree in conservation, sustainable development, economics, public policy, natural resources management, social sciences or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. A minimum of fifteen years of progressively responsible experience in project or programmed management, technical advisory roles, policy-oriented work in a broad range of sustainable development issues, with a focus on natural resources management. Demonstrated expertise in providing technical support and advisory services in relevant areas, including biodiversity conservation, ecotourism, and sustainable development. Strong analytical skills and ability to provide strategic guidance and recommendations based on technical expertise and project objectives. Language: English and French are the working languages of the UN Secretariat. For the post advertised, fluency in oral and written English and French is required. Knowledge of another UN official language is an advantage.

Salary: Salary will be determined through negotiation and will be based on the applicant's qualifications and experience.

To Apply: Submit resume or application by mail to the following addresses:

**Department of Environment, Climate Change
Personnel**

Office of FSM

& Emergency Management (DECCEM)

P.O.Box

PS-35

P.O.

Box

PS-69

Palikir, Pohnpei FM 96941

Palikir, Pohnpei FM 96941

Phone: (691) 320-2618/2642

Phone:

(691)

320-8815

Email: personnel@personnel.gov.fm

Email: darla.yatilman@decem.gov.fm

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THE FSM AN EQUAL OPPORTUNITY EMPLOYER

National Technical Coordinator (FSM Department of Environment, Climate Change & Emergency (DECCEM)) Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **National Technical Coordinator**, FSM National Government at the

Department of Environment, Climate Change & Emergency Management.

Duties & Responsibilities

- Technical advice to orient planning and implementation of project activities, monitoring progress against approved work plans and indicators in the results framework and day-to-day management of project staff. This includes providing technical oversight over all project processes, deliverables, finances, procurement and contracting of service providers to ensure achievement of project outcomes.
- Technically oversee and coordinate the implementation of project activities in Yap and Kosrae.
- Provide strategic leadership on technical aspects to the project by building collaboration between project partners including but not limited to DECEM, R&D, State Focal Point Agencies, and NGO partners.
- Provide technical advisory services with reference to interpreting the results of the project interventions.
- Cooperate with the PMU to ensure that the project produces results as specified in the project documents, meeting the required standard of quality within the specified constraints of time and cost.
- Inform the PMU of any delays or difficulties encountered during project implementation, facilitating appropriate support and corrective measures.
- Provide technical support to the PMU in various project management activities.
- Oversee, in cooperation with the PMI, the project Monitoring & Evaluation (M&E) activities, as well as knowledge Management (KM) initiatives
- Provide technical inputs and draft technical sections of project Annual Work Plans, provide technical reviews and

orientation to project outputs, M&E and KM activities, and quarterly and annual reporting of project results.

- Support the PMU in the development and management of communication strategies and KM activities.
- Ensure timely reporting and documentation of project progress, challenges, and outcomes.
- Liaise with stakeholders at national and local levels to ensure effective coordination and implementation of project activities.

Qualification Requirements:

Graduation from advanced University with a Master's degree in conservation, sustainable development, economics, public policy, natural resources management, social sciences or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Proven experience in project management and community development, preferably in the context of ecotourism, natural resources management and biodiversity conservation. Strong knowledge of the project sites. Previous experience with UN project will be a definite asset. Experience in knowledge management and stakeholder engagement. Familiarity with the socio-economic and cultural context of Yap and Kosrae. Proficiency in the use of computer software applications, especially MS Word and MS Excel. Strong leadership and communication skills, with the ability to effectively engage with diverse stakeholders. Excellent organizational and problem-solving abilities, with attention to detail. Excellent language skills in English (writing, speaking and reading).

Salary: : Salary will be determined through negotiation and will be based on the applicant's qualifications and experience.

To Apply: Submit resume or application by mail to the following addresses:

Department of Environment, Climate Change
Personnel
& Emergency Management (DECHEM)
P.O.
PS-69

Office of FSM
P.O.Box PS-35
Box

Palikir, Pohnpei FM 96941
Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642
Phone: (691) 320-8815
Email: personnel@personnel.gov.fm
Email: darla.yatilman@decem.gov.fm

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from today April 17, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

**Local Stakeholder Engagement
and Social Safeguards
Specialist (FSM Department of
Environment, Climate Change,
Emergency Management (DECHEM))
Yap & Kosrae [open until**

filled]

The Government of the Federated States of Micronesia (FSM) is seeking a qualified individual to serve as **Local Stakeholder Engagement and Social Safeguards Specialist** for Yap and Kosrae within the Department of Environment, Climate Change & Emergency Management.

Duties & Responsibilities:

The Local Stakeholder Engagement and Environmental and Social Safeguards (ESS) Specialist will work with the implementing partners and the technical coordinators at state level, respectively in Kosrae and Yap. They will also work on the Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP) activities and gender aspects. Stakeholder Engagement: Work with implementing partners and technical coordinators to engage local stakeholders effectively and implement SEP. Environmental and Social Safeguards: Implement and monitor the ESMF and ensure compliance with ESS standards. Gender Aspects: Address gender-related issues and promote gender equality within the project activities. Coordination: Maintain coordination with state-level technical coordinators and the PMU. Reporting: Document and report on stakeholder engagement activities and ESS compliance.

Qualification Requirements:

Graduation from advanced University with a Bachelor's degree in a relevant field (e.g., environmental science, social sciences, gender studies). Minimum 5 years of experience in stakeholder engagement, ESS, or related areas. Strong understanding of environmental and social safeguards. Experience in gender mainstreaming and promoting gender equality. Good communication and interpersonal skills. Familiarity with the local context in Kosrae or Yap.

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The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Administrative and Finance Officer**, FSM National Government at the Office of Weather Service Station in Pohnpei.

Duties & Responsibilities:

Manage petty cash (Impress Fund) and maintain supporting documentation and receipts; Prepare and submit staff timesheets for payroll processing; Maintain confidentiality of employee payroll and financial information; Process payroll deduction forms such as Social Security, insurance, and other required documentation; Process annual leave and sick leave applications; Verify leave balances and maintain accurate leave records; Ensure leave requests comply with established policies and procedures; Compile and prepare the Monthly PR Report; Collect operational reports and logbook information from staff; Present monthly budget reports during staff meetings; Ensure reports are submitted to the Regional Director and Vice President's Office within established deadlines; Prepare and process Travel Authorizations and supporting documentation prior to official travel; Coordinate travel approvals with management and relevant government offices; Review receipts and prepare travel vouchers following completion of travel; Maintain organized office files and administrative records; Ensure availability of required administrative and reporting forms; Assist in preparing official correspondence and administrative documents; Facilitate communication between the Weather Service Office, regional partners, and government offices; Manage incoming and outgoing communications including emails, phone calls, and letters; Monitor and maintain office supply inventory including stationery, printer supplies, and office materials; Assist with tracking administrative supplies and weather observation

materials; Follow office safety procedures and report unsafe conditions to management; Assist with office safety inspections and compliance with safety policies; Assist with scheduling meetings and maintaining office calendars; Provide administrative support to staff and management; Organize tasks and administrative activities to meet deadlines; Provide administrative support during periods of high workload or staff absences; Perform other duties assigned by the OIC / Acting Weather Service Coordinator.

Qualification Requirements:

Associate degree in Business Administration, Office Administration, Accounting, Management, or a related field from an accredited college or university. Must have 3–4 years of related work experience. Requires basic knowledge of office administration, recordkeeping, and financial documentation, with proficiency in Microsoft Word and Excel. Must possess strong organizational and time management skills, ability to maintain confidential information, and strong communication skills. Must be able to prioritize tasks and meet deadlines in a professional office environment.

Salary: A Salary range from \$25,000- \$38,000 per annum depending upon the qualifications of the applicant.

To Apply: Submit resume or application by mail to the following addresses:

Office of Personnel	Office of National Weather Services
P.O. Box PS-35	P.O. Box 90
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: 320-2248
Email: personnel@personnel.gov.fm	email: wilfred.nanpei@noaa.gov

The Office of Personnel will be accepting application/resume from today April 13, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Strategic Prevention Framework – Partnerships for Success (SPF-PFS) Administrative Assistant (FSM Department of Health and Social Affairs) Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of Strategic Prevention Framework – Partnerships for Success (SPF-PFS) **Administrative Assistant**, FSM National Government at the Department of Health and Social Affairs.

Duties & Responsibilities:

Provide general administrative and clerical support to program staff; Prepare correspondence, reports, meeting minutes, and maintain filing systems; Assist with purchase requests, payment processing, and expenditure tracking; Support grant reporting and maintain required documentation; Coordinate meetings, trainings, travel, and monitoring visits; Liaise with Finance, Procurement, and sub-recipients as needed; perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited University with an Associate's degree in Business Administration or related field. At least 2 years of administrative experience. Experience with grant-funded

programs preferred. Proficient in Microsoft Office. Strong organizational and communication skills.

Salary: A Salary range from \$18,000- \$20,000per annum depending upon the qualifications of the applicant.

To Apply: Submit resume or application by mail to the following addresses:

Office of Personnel	Department of Health & Social Affairs
P.O. Box PS-35	P.O. Box PS-70
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691) 320-2619/2643
Email: personnel@personnel.gov.fm	Email: health@fsmhealth.fm

The Office of Personnel will be accepting application/resume from today April 13, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Public Health Nurse (FSM Department of Health and Social Affairs) Chuuk [open

until filled]

The Government of the Federated States of Micronesia (FSM) is seeking a well-qualified individual to fill the position of **Public Health Nurse** at Chuuk State under the Department of Health and Social Affairs, FSM National Government.

Duties & Responsibilities:

Assist physician in providing primary health care services to one of the health dispensaries located in remote villages and islands in the FSM or at one four main state public health facilities; assist in managing of the overall operations of the dispensary/PH facility to include; maintaining inventory of medical supplies, lab test kits, pharmaceuticals, and other needed supplies to keep the dispensary operational, ensure all equipment (medical, communities, etc.) are in good working condition; submit inventory, incident, and other reports to the Chief of PH on a regular basis; assist with giving out vaccinations; provide public health awareness to the local communities on various public health issues; provide translations to non-native speaking physicians; other public health duties as assigned.

Qualifications Requirements:

Graduation from an accredited college or university with a Bachelor Degree in Nursing or at least two (2) of working experience as a nurse; local language speakers preferred but it is not a must; must be passionate and enthusiastic about helping communities; willingness to live in a schedule area with limited access to transportation, stores, or other normal urban amenities for long periods of time; willingness to go "local" and be immersed in a difference and lifestyle; ability to communicate and interact well with others; high integrity and ethics.

Salary:

The salary range is from \$25,000 to \$30,000 per annum, depending on the qualifications of the applicant.

To Apply: Submit resume or application by mail to the following addresses:

Office of Personnel	Department of Health and Social Affairs
P.O. Box PS-35	P.O.Box PS 35
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691) 320-2618/2642
Email: personnel@personnel.gov.fm	Email: health@fsmhealth.fm

The Office of Personnel, FSM will be accepting application/resume from April 13, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

National Food Inspector (FSM Department of Health and Social Affairs) Pohnpei [closing date: 5/13/2026]

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration;

with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

National Food Inspector

PL-32/1

\$706.22 /W + \$40.00 Cola = \$746.22B/W

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Department of Health & Social Affairs

FSM National Government

Pohnpei, FM 96941

DUTIES (ILLUSTRATION ONLY):

Enforce requirements of the National Food Safety Act (PL-7-116) and DHS Regulation; enter any port to examine and take samples of the articles, examine anything which is capable of being used for such preparation, packaging, storage, sale or conveyance; detain and search any vehicle at any port of entry which is conveying any commercial food articles, and examine and take samples of any such articles; perform routine inspection of food facilities engage in receiving, storing, and preparation of food and food products for commercial imports and exports; investigate food complaints ranging from routine safety and quality problems to complex microbiological or chemical contamination problems; collect evidence of contravention of the National Food Safety Act and DHS Regulations, by collecting samples of suspected of food, obtaining statements from witness and preparing reports of such contravention; act as witness in support of the charges against offenders of National Food Safety Act and DHS Regulations and/or forma administrative proceeding,

examines any books, accounts documents or other records that could contain any relevant information about articles in accordance with the National Food Safety Act and DHS; assist in developing and implementing training programs in Sanitations Management and Hazard Analysis Critical Control Point (HACCP) for the food industry; assist state educate food handlers, student and community people hygienic practices and food labels; assists State Environmental Health conduct food inspections and food recall; and perform other duties as assigned by the immediate Supervisor or Secretary of the Department of Health and Social Affairs.

QUALIFICATION REQUIREMENTS:

Graduate from college or university with Associate in Arts or Bachelor of Arts degree with a concentration in Food Science/Health related field, and at least two (2) years of work experiences in food safety, sanitation, or other related field.

Secure Application Forms From and Return to FSM National Government Personnel Office

Weather Service Specialist Trainee (FSM National Weather Services) Yap [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill the position of

Weather Service Specialist Trainee at the Weather Service Station Field Office in Yap, FSM National Government.

Duties & Responsibilities:

Assist in conducting routine surface weather observations in accordance with Federal Meteorological Handbook (FMH); Record meteorological variables such as temperature, wind speed and direction, atmospheric pressure, rainfall, and cloud conditions; Assist in preparing and transmitting hourly METAR and synoptic observations; Verify weather observation data for accuracy before transmission; Perform special observations during severe weather events when required; Assist in preparing radiosonde equipment and upper-air observation systems; Support the release and monitoring of weather balloons used to collect upper atmospheric data; Assist in transmitting upper air data messages to meteorological centers and agencies; Monitor and log severe weather conditions including tropical cyclones, strong winds, and heavy rainfall; Assist in preparing weather information used for warnings, watches, and special weather statements; Support emergency preparedness procedures such as securing equipment and facilities during storms; Assist in transmitting meteorological observations to forecasting centers and other relevant agencies; Monitor feedback to ensure successful transmission of meteorological reports; Assist in translating official forecasts and warnings into clear language for dissemination to local media and the public; operational shifts; Assist in monitoring meteorological instruments and observation equipment; Maintain cleanliness and organization of the office and operational areas during assigned shifts; Assist in maintaining the station logbook and recording significant operational events; Verify and document observations from previous shifts and note any discrepancies; Assist in preparing weekly and monthly climate reports and meteorological summaries; Participate in outreach activities to educate the public about weather safety and

climate awareness; Assist with educational programs for schools, local government offices, and community organizations; Follow all station safety protocols including procedures related to handling gases used for upper-air observations; Report unsafe conditions or equipment issues to supervisors; Participate in training programs to improve knowledge and skills in meteorological observations and operational procedures; Assist in monitoring and maintaining meteorological instruments and equipment; Support maintenance of station facilities and operational workspaces; Perform other duties assigned by the OIC/Acting Weather Service Coordinator or Supervisory Weather Service Specialist.

Qualification Requirements:

Graduation from an accredited college or University with an Associate degree in meteorology or related science field. Basic understanding of physical concepts such as weather systems, atmospheric processes, or environmental Science plus at least 2 years of work experience in related field.

Salary: A Salary range from \$18,000 per annum depending upon the qualifications of the applicant.

To Apply: Submit resume or application by mail to the following addresses:

Office of Personnel	FSM Weather Service Office
P.O. Box PS-35	P.O. Box 69
Palikir, Pohnpei FM 96941	Kolonia, Pohnpei 96941
Phone: (691) 320-2618/2642	Phone: 320-2248/6947
Email: personnel@personnel.gov.fm	Email: wilfred.nanpei@noaa.gov

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from today April 13, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER