

Project Management Office (PMO) Manager (Department of Transportation, Communication & Infrastructure – Project Management Office (PMO)) Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well-qualified individuals to fill the position of **Project Management Office (PMO) Manager** with the FSM National Government, within the Department of Transportation, Communication, and Infrastructure – Project Management Office (DoTC&I-PMO). This position will be based in Pohnpei State.

Duties & Responsibilities:

Program Leadership and Office Management

- Provide overall leadership, management, and direction to the Pohnpei Project Management Office and supervise PMO staff, consultants, and other personnel assigned to the office, including in relation to the Infrastructure Maintenance Fund program.
- Prepare and manage the annual PMO work plan, operating budget, staffing plan, reporting calendar, and implementation priorities.
- Ensure that the PMO operates in accordance with DTC&I policy, Compact requirements, approved procedures, and sound project management practice.
- Establish office systems for document control, file management, risk tracking, schedule management, reporting,

and decision follow-up.

- Advise the Secretary of DTC&I and the Program Management Unit on the performance, needs, constraints, and priorities of the Pohnpei infrastructure portfolio and the Infrastructure Maintenance Fund program within the State.

Project Planning and Programming

- Lead preparation and refinement of project proposals for inclusion in the Annual Implementation Plan and related programming submissions requiring national review or JEMCO concurrence, and support preparation and prioritization of Infrastructure Maintenance Fund programming submissions and maintenance plans for Pohnpei State.
- Use the FSM Infrastructure Development Plan and other approved planning instruments to identify, prioritize, appraise, and sequence projects for implementation in Pohnpei State.
- Ensure that proposed projects are technically sound, financially feasible, sufficiently prepared, and aligned with national and state development priorities.
- Coordinate project readiness activities, including concept development, feasibility work, site data collection, design brief development, cost estimation, land and stakeholder coordination, and implementation planning.
- Prepare annual and multi-year implementation schedules, cash flow forecasts, procurement schedules, maintenance plans, and budget projections for the Pohnpei project portfolio and associated Infrastructure Maintenance Fund activities.

Project Management and Delivery Oversight

- Oversee and manage the full life cycle of all Compact-funded and other assigned infrastructure projects in Pohnpei State, including feasibility, design, procurement,

construction supervision, commissioning, defects management, and closeout, and provide leadership and oversight for implementation of approved Infrastructure Maintenance Fund activities and maintenance work programs within the State.

- Review and manage the performance of consultants, contractors, suppliers, supervising entities, and implementing partners engaged on infrastructure projects in Pohnpei State.
- Monitor project timelines, budgets, physical progress, risks, quality issues, contractual matters, maintenance performance, and key performance indicators and take or recommend corrective action where required.
- Ensure that implementation activities are coordinated with utility providers, regulators, landholders, local communities, and other affected stakeholders as necessary for smooth project execution.
- Attend and lead project meetings, progress reviews, technical coordination sessions, site inspections, and management briefings as required to maintain project momentum and accountability.

Procurement and Contract Administration

- Support procurement planning for consulting services, goods, works, and technical assistance packages and ensure that procurement activities are sequenced in a realistic and implementable manner.
- Review bidding documents, requests for proposals, terms of reference, technical specifications, evaluation documentation, and contract award recommendations in coordination with DTC&I and PMU.
- Assist in contract administration matters including notices, payment certifications, variations, extensions of time, claims coordination, securities, insurances, defects

management, and contract closeout documentation.

- Maintain contract registers, procurement tracking tools, and records of contractual obligations, deliverables, and key dates.
- Identify procurement or contract bottlenecks and escalate issues requiring national-level action, legal review, or management intervention.

Compliance, Reporting, and Accountability

- Ensure compliance with Compact requirements, applicable national laws and regulations, approved project procedures, procurement rules, safeguards obligations, financial management requirements, and all approved procedures applicable to Infrastructure Maintenance Fund programming and expenditure.
- Prepare and submit, in coordination with DTC&I and PMU, annual performance reports, annual financial report inputs, quarterly infrastructure reports, Infrastructure Maintenance Fund progress updates, project status updates, and any other reports required by the National Government, JEMCO, or funding partners.
- Maintain complete, current, and auditable records of project activities, contracts, expenditures, correspondence, approvals, and implementation decisions.
- Support financial reviews, management reviews, audits, and verification exercises by ensuring that required documentation and explanations are available in a timely manner.
- Provide accurate and timely portfolio-level updates to national and state leadership on implementation progress, disbursement status, maintenance performance, risk issues, and corrective actions.

Stakeholder Coordination and Communications

- Serve as the principal project coordination focal point for infrastructure implementation in Pohnpei State between DTC&I, PMU, Pohnpei State Government, implementing agencies, consultants, contractors, and community stakeholders.
- Conduct and support stakeholder consultations during project preparation, design, procurement, implementation, and handover phases.
- Provide periodic project status briefings and updates to national and state leadership and assist with the preparation of communication materials, presentations, and issue notes as required.
- Act as technical advisor or support focal point to relevant state-level planning and implementation coordination bodies, including infrastructure planning and implementation committees or equivalent forums.
- Promote practical problem-solving and timely resolution of institutional, logistical, and community-related issues affecting project delivery.

Development Partner, Compact, and Multi-Program Coordination

- Provide technical support and coordination for Compact-funded infrastructure projects, the Infrastructure Maintenance Fund program, and World Bank, Asian Development Bank, U.S. federal, and other development partner-funded infrastructure projects in Pohnpei State, as assigned by DTC&I.
- Ensure alignment and complementarity between Compact-funded investments, Infrastructure Maintenance Fund activities, and development partner-funded infrastructure activities occurring within the State.
- Coordinate with donor missions, technical support teams, review missions, project consultants, and relevant national and state maintenance stakeholders on

implementation status, documentation, and follow-up actions.

- Assist the National Government in identifying cross-project dependencies, sequencing issues, co-financing opportunities, asset maintenance priorities, and institutional overlaps affecting infrastructure delivery in Pohnpei State.

Team Leadership and Capacity Building

- Supervise, mentor, and guide PMO staff and consultants and promote a disciplined, transparent, and accountable office culture.
- Strengthen local capacity in project management, procurement, contract administration, progress monitoring, reporting, and construction oversight.
- Develop and standardize templates, reporting tools, tracking systems, and working procedures for use within the Pohnpei PMO.
- Identify staffing, training, and systems gaps and recommend measures to strengthen the long-term capability of the office and associated state-level implementation arrangements.

Qualification Requirements:

Graduation from an accredited college or University with a bachelor's degree in Civil or Structural Engineering from an accredited institution. A minimum of five to seven years of progressively responsible experience in infrastructure project management, including supervision of design, procurement, construction, and contract administration activities. Demonstrated experience in public sector infrastructure programs and donor-funded or grant-funded projects is highly desirable. Demonstrated experience coordinating multiple stakeholders, including government agencies, consultants, contractors,

communities, and funding partners. Strong knowledge of project planning, budgeting, procurement, contract administration, financial oversight, and performance reporting requirements. Strong written and verbal communication skills in English. Proficiency in Microsoft Office and practical familiarity with project scheduling and project controls tools. Ability to manage a multidisciplinary project portfolio and to work effectively in a geographically dispersed implementation environment. Ability to identify risks early, prioritize actions, and maintain disciplined follow-through on implementation matters.

Salary: A Salary range from \$140,000 per annum depending upon the qualifications of the applicant.

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

Department of TC&I

P.O.Box Ps-2

PS-35

Palikir, Pohnpei FM 96941

96941

Email: tci@tci.gov.fm

Email: personnel@personnel.gov.fm

Office of Personnel

P.O. Box

Palikir, Pohnpei FM

The Office of Personnel will be accepting application/resume from today April 27, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Program Director (Department of Transportation, Communication & Infrastructure- Program Management Unit (PMU)) Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individual to fill the position of **Program Director** at the Department of Transportation, Communication, & Infrastructure – Program Management Unit (DoTC&I-PMU), F

Duties & Responsibilities:

The purpose of the position is to provide strategic leadership, program control, technical oversight, fiduciary coordination, and institutional management for the Program Management Unit so as to ensure the effective planning, implementation support, monitoring, compliance, and reporting of Compact-funded public infrastructure projects throughout the Federated States of Micronesia. Sub-objectives of the assignment include:

- Ensuring the Project comply with the requirements in the Legal Agreement; Strengthening the capacity of Project staff to plan and manage subprojects by serving as a mentor and regularly providing formal and informal guidance and training on project management and implementation issues; Provide Project Management services to help ensure timely implementation of technical assistance and works packages associated with the Project by facilitating coordination among DoTC&I and other

agencies and stakeholders, and proposing alternative plans as and when needed;

Planning the sequencing and timing of procurement activities based on a practical strategy for the subprojects and reflecting the updates in work plans; and Establishing arrangements to improve fiduciary responsibilities (i.e. contract management, procurement, and financial management) of DoTC&I as an Implementing Agency.

Project Management

- Provide Oversight, review and management of the day-to-day operations of the Supervision Consultant, who will be required to provide supervision services to each Contractor, including specific oversight of the Infrastructure Maintenance Fund maintenance pipeline and related maintenance contracts; Strengthening project control, Infrastructure Maintenance Fund programming, maintenance planning, contract administration, reporting, record-keeping, and fiduciary discipline

Review and provide detailed comments on Project-related reports and deliverables from consultants, contractors and suppliers; Support the PMOs to monitor and manage consultants' and contractor's time schedules and contracts, including costs against budgets, and co-ordinate same with the PMO Managers and the Financial staff; Coordinate with the State Government PMOs and State IPICs on Compact Infrastructure Issues and provide technical support to the States, as needed; Consolidate State project proposals into the Annual Infrastructure Implementation Plan for submission to OIA during the annual budget round; Consolidate the State quarterly infrastructure performance reports for submission to the FSM Leadership and OIA; Liaise and function as focal point on FSM Infrastructure matters with international funding Institutions (IFIs) on technical and other

matters Supervise Project Implementation Units set up by IFIs within the department to ensure operational performance of agreed objectives; Undertake periodic reviews of the status of the infrastructure sector in the FSM and generate reports and policy proposals, as needed for consideration of the FSM and State Leadership;

Monitor the Projects to ensure compliance with all legal covenants and requirements as detailed in the projects' Legal Agreements. Provide advice to DoTC&I on US Compact activities in terms of management issues, technical issues, contract management and administration matters on consultancy assignments, procurement, and works programs. The advice can include other areas of management which will benefit the program's overall performance. Participate in design reviews, update contract documentation, and provide Project Management support on negotiation and finalization of contracts.

Set up monitoring and reporting systems to keep track of activities on site during construction and attend site meetings when deemed to be beneficial; Facilitate internal and external discussions among key GoFSM counterparts to resolve implementation challenges through organizing meetings and/or other initiatives that may be deemed fit; Facilitate the preparation and public release of project information; Undertake other activities as reasonably requested by DoTC&I's Secretary.

Project Planning, Budgeting, and Local Staff Capacity Development

- Provide support to the PMOs on annual work plans and budgets for the Projects with appropriate levels of detail to enable the reporting of budgeted vs. actual expenditures and incorporate into quarterly reports that are due on the final day of each respective months

(September 30, December 31, March 31, June 30). Provide relevant training after a thorough assessment of the gaps identified for planning, budgeting and reporting.

Procurement

- Review project Procurement Plans to ensure that the delivery of works, materials and services are coordinated in a logical manner; Identify possible local and international consultants, contractors, and suppliers for procurement purposes; Upon request, prepare necessary procurement documents, including advertisements, Terms-of-Reference, Requests for Proposals, Requests for Expressions of Interest and/or Requests for Quotations and other documents as appropriate, and in accordance with FPA, IFI and GoFSM Procurement policies and procedures; Liaise with potential bidders, including various pre-bid and pre-proposal meeting requirements in accordance with FPA, IFI and Go FSM procurement policies and procedures; Upon request, participate in the work of the evaluation committees set up by the Secretary of DTC&I and ,as directed, organize Minutes for Evaluation Committee activities, and prepare subsequent technical and financial evaluation reports, including recommendations in line with Evaluation Committee decisions. Prepare necessary documents for relevant government approval in line with previous decisions, and draft subsequent contract documents for signature; Prepare appropriate Letters of Agreement, and/or other contractual correspondence, as required, between GoFSM and relevant partners; Prepare and maintain project contract and asset registries; Other associated and relevant tasks as required by the DTC&I Secretary; The Program Manager will work collaboratively and maintain effective communication within DTC&I, as well as with other sector agencies and the DOFA.

Financial Management

- Liaise with the Department of Finance and Administration (DOFA) on the preparation and processing of payment and withdrawal applications, and ensure that all required documentation from the PMOs is available to enable payments to consultants, contractors and suppliers; Liaise with DOFA on the quarterly review and annual audit of Accounts.

Safeguards

- Ensure the Project and Subprojects comply with the relevant environmental and social safeguards requirements including timely submission of semi-annual safeguards reports; Ensure safeguards considerations are mainstreamed in activity planning and implementation; if required, facilitate and assist DTC&I with public consultations; Review and comment on safeguards documentation when appropriate.

Monitoring and Evaluation (M&E)

- Collection of necessary data/information and providing written contributions for the preparation of quarterly reports for each calendar quarter; Timely submission of the quarterly reports for each calendar quarter; Provide Leadership and Oversight to the Compliance and Fiscal Officer charged with the responsibility of standardization of all policies, procedures and practices across all PMOs and the PMU; Ensure preparation and timely submission of the government's project completion report.

Training and Capacity Building

Assist DTC&I's PMU Deputy Program Manager in developing Manager in developing a capacity building framework for recruiting,

training and retaining local staff; Provide on-the-job training and mentoring to DTC&I staff and state staff working on the Projects, and help develop capacity in project management, budgeting, contract management, and planning.

Qualification Requirements:

Graduation from an accredited college with a University degree in Civil or Transport Engineering; Masters level Qualification in Civil or Transport Engineering; Minimum five (5) years of relevant experience, Demonstrated Experience with: Standard Conditions of Contract (AiA, EJCDC and FIDIC); US Compact and IFI Program Infrastructure implementation; MS Office and Project Proficient.

Salary: A Salary range from \$160,000per annum depending upon the qualifications of the applicant.

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

**Department of TC&I
Personnel**

P.O.Box Ps -2

P.O. Box PS-35

Palikir, Pohnpei FM 96941

Pohnpei FM 96941

Email: tc@tci.gov.fm

personnel@personnel.gov.fm

Office of

Palikir,

Email:

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THE FSM AN EQUAL OPPORTUNITY EMPLOYER

IT Support Specialist (FSM Department of Transportation, Communications & Infrastructure (DTC&I)) Chuuk [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individual to fill position of **IT Support Specialist** with the FSM National Government, Department of Transportation, Communications & Infrastructure (DTC&I), Project Management Unit – Project Management Office in **Chuuk**.

Duties & Responsibilities:

Create maintain and coordinate PMO website; Updating the Chuuk State PMO website on a regular basis; Assist in computer and information technology application including hardware, software, LAN/WAN of the office and ensure connectivity, backup of server and mailbox, antivirus update for file and email protection; Troubleshoot system problem related to network printers, photocopier, Microsoft outlook and Microsoft operating system and any other operating system deem necessary; Repair or replace damaged hardware; Perform tests and evaluations of new software and hardware; Provide technical support to end users on computer and IT applications; Respond email, queries, questions, and clarification form; Assist in designing layouts, graphics, and other necessary PMO materials; do other duties assigned by supervisor in-charge.

Qualification Requirements:

Graduation from an accredited college or university with an Associate of Arts degree in Computer Science, Information Technology, or any related field, plus 2 to 3 years of relevant work experience.

Salary:

A Salary range from \$19,000- \$21,000 per annum depending upon the qualifications of the applicant.

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

**Department of TC&I
Personnel**

Office of

P.O.Box Ps-2

P.O. Box PS-35

Palikir, Pohnpei FM 96941
Pohnpei FM 96941

Palikir,

Email: pmu@tci.gov.fm

Email: personnel@personnel.gov.fm

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THE FSM AN EQUAL OPPORTUNITY EMPLOYER

On-Site Boat Operator (FSM Department of Transportation, Communications & Infrastructure (DTC&I)) Chuuk [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill two positions of **On-Site Boat Operator** with the FSM National Government, Department of Transportation, Communications & Infrastructure (DTC&I), Project Management Unit – Project Management Office in **Chuuk**.

Duties & Responsibilities:

Operate and onboard motor boat in transporting personnel or material and equipment; Load and unload materials or direct in this task; Be able to read/write and keep record of materials; Check material loaded and delivered against record and obtain receipt when necessary; Make regular inspection of the boat and engines and perform other duties assigned

Qualification Requirements:

Graduate from high school with at least one (1) year of experience in operating outboard motor.

Salary: \$5,000 per annum, commensurate with the applicant's qualifications and experience.

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Palikir,

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personnel@personnel.gov.fm

Email:

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THE FSM AN EQUAL OPPORTUNITY EMPLOYER

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 experience with UN project will be a definite asset. Understanding of the local context and dynamics in Kosrae or Yap. 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**

Office of FSM

& Emergency Management (DECEM)

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

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

Office of FSM

Personnel

& 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

**Chief Technical Advisor (FSM
Department of Environment,
Climate Change & Emergency
Management (DECCEM)) 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 (DECÉM) P.O.Box

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THE FSM AN EQUAL OPPORTUNITY EMPLOYER

National Technical Coordinator (FSM Department of Environment, Climate Change & Emergency (DECEM)) 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.

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THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Local Stakeholder Engagement and Social Safeguards Specialist (FSM Department of Environment, Climate Change, Emergency Management (DECCEM)) 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.

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

Administrative and Finance Officer (FSM National Weather Services) Pohnpei [open until filled]

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