

Renewable Energy Development Project (REDP) Assistant (FSM DoRD) Kosrae [open until filled]

The Federated States of Micronesia (FSM) Government is seeking well-qualified individuals for the position of **Renewable Energy Development Project (REDP) Assistant**. This position is stationed in Kosrae State within the Division of Energy, under the Department of Resource & Development (DR&D), FSM National Government, located in Palikir, Pohnpei, FM 96941.

Objective/Purpose of the Assignment:

The REDP Project Assistant – Kosrae will provide support to the Asian Development Bank Renewable Energy Development Project (REDP) to assist in effective and timely project implementation. The REDP Project Management Unit (PMU) sits within the FSM Department of Resources and Development Energy Division (DoRD) in Palikir, Pohnpei, and is headed by a National Coordinator, who reports to the Assistant Secretary for Energy. The PA will be based in Kosrae and will work directly with and report to the NC on identified actions and assignments to be undertaken. The PA role should be familiar with key stakeholders in the energy sector in the State, have good communication skills and be able to provide complete and comprehensive reports on a regular basis and as requested. Some travel may be required.

Duties & Responsibilities:

Assist the FSM Department of Resources and Development (DoRD) in implementing FSM REDP including:

a) Proactively contribute to day-to-day project implementation and ensure conformity to expected results and project work-

plans;

- b) Maintain project correspondence and communication;
- c) Collect, register and maintain all information on project activities;
- d) Advise on in-state progress, issues and safeguards covenants;
- e) Contribute to the preparation of progress reports;
- f) Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities;
- g) Undertake meetings with key stakeholders and provide minutes from the meetings;
- h) Provide support to international consultants in the implementation of their tasks for the achievement of project results;
- i) Assist in logistical organization of meetings, training and workshops;
- j) Assist in the preparation of workshops, trainings and other capacity building exercises to facilitate development of gender strategies;
- k) Assist the REDP NC in the development and implementation of a Stakeholder Engagement Strategy;
- l) Support and participate in REDP site visits;
- m) Participate in trainings and workshops to develop professional capacity;
- n) Assist and provide inputs to ADB missions;
- o) Assist the DoRD to prepare project audit reports;
- p) Assist the DoRD to prepare periodic progress reports and safeguard monitoring reports, as well as the project completion report as required by ADB; and
- q) Other duties as assigned.

Required Qualifications, Skills and Experience :

1. Graduate from an accredited College or University with a Bachelor's degree in sustainable development, economics, international relations, engineering, or political science is

preferred.

2. Appropriate qualifications and/or experience in Project Administration, Stakeholder Engagement and Report Drafting;
3. At least two (2) years' work experience in a relevant area;
4. Demonstrated project administration and financial reporting experience and organizational capacity;
5. Previous experience/familiarity with ADB (or other donors) would be an asset;
6. Previous experience/familiarity with renewable energy initiatives would be an asset;
7. Good analytical skills, good interpersonal and communication skills, good computer skills;
8. Fluent in English, fluency in local FSM major language.

Salary:

The annual salary is \$20,800 per annum, depending upon the qualifications of the applicant.

To Apply:

Submit application, resume via mail or email to the following addresses: Department of Resources & Development

P.O. Box PS-12 Palikir, Pohnpei FM 96941

Email: dhenry@rd.gov.fm Office of

FSM Personnel Office

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

Email: personnel@personnel.gov.fm

The office of Personnel will be accepting application/resume from May 29, 2025 until filled.

THE FSM IS AN EQUAL OPPORTUNITY EMPLOYER

National Invasive Alien Species Coordinator (NIASC) - (FSM DoRD) – Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeking well qualified individuals to fill the position of **National Invasive Alien Species Coordinator (NIASC)** at the Department of Resources & Development, FSM National Government.

Introduction:

This is a national-level position under the supervision of the Plant & Animal Quarantine Specialist and the broader leadership of the FSM Department of Resources & Development (DRD). The selected candidate will be responsible for national-level coordination of invasive alien species (IAS) prevention and management, supporting both national and state priorities. This newly created role is expected to evolve to provide essential coordination services, working closely with FSM DRD and partnering entities at national, state, local, and regional levels.

Key Duties & Responsibilities:

Key responsibilities include developing and expanding the National Invasive Alien Species Coordinator (NIASC) role, supporting national and state partners in addressing IAS concerns, and contributing to FSM's IAS prevention and management efforts. The candidate will also assist the Regional Invasive Species Council (RISC) and its FSM members. Travel within FSM and the region may be required. Additionally, the candidate must be willing and able to receive training and perform quarantine related activities as needed, meeting all

requirements set by the Plant & Animal Quarantine Specialist. Regular reporting, professional presentations, and the management of national IAS platforms, such as the Quarantine Services website, will also be expected. As the role develops in its first year, additional duties may be assigned, with the candidate playing a key role in refining and strengthening the position's scope and impact.

Required skills & expertise:

- Knowledge of IAS including of the species that cause impacts currently in the FSM as well as those which threaten the FSM,
- Prior experience in development and coordination of a program is preferable,
- Professional demeanor and capable of building positive working relations with a wide variety of individuals and offices,
- Able to work directly with the public, as well as a variety of partnering entities at various levels,
- Ability to plan, organize, and implement work,
- Information compilation, report development and presentation skills are essential,
- Ability to document work efforts including regularly reporting on actions undertaken,
- Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests
- Ability to work as part of the Quarantine Services team and implement directions from leadership is essential,
- Ability and willingness to travel as needed amongst the States and possibly internationally to advance programmatic needs, conduct general work, and represent the service is essential,
- Ability and willingness to join field teams for IAS field work efforts is essential,

- Fluency in English is essential and with working knowledge of one or more local languages preferable,
- Demonstrates integrity and ethical standards,
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability,
- Ability to learn skills required of Quarantine Services personnel and implement appropriate actions in the field in support of biosecurity efforts is essential,
- The ideal candidate will demonstrate a passion and genuine interest in supporting the prevention and management of IAS within the FSM
- Perform other duties as required.

Qualification Requirements:

Graduated from accredited College or University with a degree in Biology, Marine Ecology, Environmental Science, Natural Resource Management, or related field plus two (2) years of work experience in environmental field.

Salary:

The Salary range is \$20,000 per annum depending on qualifications and experience.

To Apply: Submit application, resume, and other credentials to the following addresses:

Office of Personnel	Department of Resource & Development
P.O. Box PS-35	P.O. Box PS-12
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691) 320-5133
Email: personnel@personnel.gov.fm	Email: fsmrd.gov.fm

The Office of Personnel will be accepting application & resume

from today March 28, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Senior Fisheries Economist (NORMA, FSM) Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Senior Fisheries Economist** at the National Oceanic Resource Management Authority (NORMA) Office, FSM National Government.

Key Duties & Responsibilities:

- Thoroughly review regional and national reports on fisheries management and development;
- Utilize economic models to, inter alia, estimate catch values and profitability of fishing fleets. Use this analysis to provide clear and relevant economic recommendations to NORMA management;
- Compile a set of economic indicators for the national tuna fisheries sector based on international standardized methodologies;
- Use these indicators for reporting obligations on economic information about the tuna sector to national, sub-regional, regional and international organizations;
- Undertake or assist with economic research activities in collaboration with SPC, FFA and PNAO as needed;
- Assist in providing economic analysis of fisheries development

plans and other NORMA collaborative economic research activities as needed;

- Prepare briefs for NORMA management for access negotiations with distant water fishing nations with analysis of catch values and profitability of fleets for comparison with proposed access charge;
- Undertake analysis of options to increase returns through pooling days with other PNA members and the use of tender or auction systems;
- Collect and collate operational and economic data on domestic and locally based fishing vessels on a regular basis;
- Analyze the economic contribution made by domestic and locally based vessels, and develop recommendations on concessionary access fees and/ or other public support;
- Review and provide recommendations on the feasibility, costs and benefits of (public and private) investment proposals in the tuna sector, including onshore developments;
- Assist in preparing reports to the NORMA Board, and other bodies on the economic aspects of the fishery and returns achieved;
- Prepare monthly and other required reports to management;
- Evaluate the economic impact of fisheries conservation proposals and declared Marine Protected Areas;
- Liaise closely with economists working for FFA and PNAO for mentoring and support;
- Assist with representing NORMA at relevant meetings to secure economic well-being of FSM in the fisheries sector;
- Supervise Assistant Economist/Market Analyst and any other staff or project workers engaged with this Division;
- Perform other duties as assigned.

Qualification Requirements:

Graduated from accredited College or University with a Bachelor's degree in Economics or related field plus five (5)

years of work experience in fisheries and/or Pacific Administration is desirable.

Salary:

The Salary range is \$45,000 per annum plus COLA depending on qualifications and experience.

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

Office of Personnel

National Oceanic Resource Management Authority

P.O. Box PS-35

P.O. Box PS-122

Palikir, Pohnpei FM 96941

Palikir, Pohnpei FM 96941

Phone: (691) 320-2618/2642

Phone:

(691) 320-5181/2700

Email: personnel@personnel.gov.fm

Email:

moria.joseph@norma.fm

The Office of Personnel will be accepting application/resume from today March 26, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

**Historic Preservation Funds
(HPF) Grants Manager (NACH,
FSM) – Chuuk [open until**

filled]

The Government of the Federated States of Micronesia (FSM) seeks a qualified individual to fill the position of **Historic Preservation Funds (HPF) Grants Manager**, Chuuk Historic Preservation Office. This position is funded by US. National Park Service (NPS) and is dependent upon availability of funds.

Duties & Responsibilities:

Incumbent will support the FSM NACH in the management of grants the FSM NACH office receives from the United States National Park Service. The HPF Grants Manager (HPF GM) will manage and support compliance with Historic Preservation Fund grants; agreements and requirements as well as implementation of the HPF program in the Federated States of Micronesia. The HPF GM will ensure the grants are implemented according to the operational and financial needs of the organization, namely 2CFR 200 and any other relevant documentation and procurement laws in the United States and/or the Federated States of Micronesia. The HPF GM will keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities in a timely manner. This person will oversee the job of invoicing, accounting, reporting and other administrative functions to ensure a successful executive of the grant process. Prepare financial or budget plans and allocation along with the planning and finance department in accordance with each requirement. Monitor paperwork and other related documents connected with grant-funded programs. They will also maintain records of all payment and receivables and prepare monthly records for all grant related activities. Additionally, they are responsible for all of the annual compiling and submission of the Annual Grant Application, End of Year Reports, HPF on-line and daily work on HPF grant fund including setting

up ledgers for HPF grant funds. The HPF GM will ensure all financial records are properly documented and in compliance with NPS requirements, regulation, policies as well as State Laws, regulations, policies, etc. The HPF GM is responsible for maintaining records of HPF funded assets, programs, staff activities, projects etc, and will perform other duties as assigned. They will also be responsible for assisting the State Historic Preservation Offices in their preparation of the annual HPF grant applications, End of the Year performance reports, quarterly reports, projects and grants extension requests, grant amendments, and etc. as mandated and required by the National Park Service, and the HPF GM will then compile and submit the country's report.

Qualification Requirements:

Graduation from an accredited college or university with a Bachelor's degree in accounting or business administration or closely related field plus three (3) years of work experience in financial, accounting and administration roles with very good oral and written communications skills in English.

Salary:

The salary is \$14,000.00 per annum but not to exceed \$16,000.00 per annum.

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

Office of Personnel	FSM NACH FSM National Government
P.O. Box PS-35	P.O.Box PS-175
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941

Phone: (691) 320-2618/2642 Email: personnel@personnel.gov.fm	Phone No. (691) 320-2343/6922 Email: nach@nach.gov.fm
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The Office of Personnel will be accepting application/resume from today March 18, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

State Facilitator(SF) (FSM DoRD) – Kosrae [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking a highly qualified individual to fill the State Facilitator (SF) position for the Small Islands Food and Water Project, located in **Kosrae State**, FSM. This position falls under the Department of Resources & Development (DoRD), FSM National Government, Palikir, Pohnpei, FM 96941.

Overview of the Position:

The State Facilitator (SF) will have operational responsibilities for day-to-day activities in the respective states. The SF will act as the main link between the National Delivery Unit at the FSM Department of Resources & Development, State focal points and target communities. S/-he will have experience in management and leadership, and socially inclusive community development, and will be expected to drive the community consultation and project implementation process under

all components in the islands. Further on, the SF will be responsible will regularly report back to the National Technical Manager (NTM) and NDU team on progress as well as on any issues encountered during project implementation.

Duties and Responsibilities:

1. Prepare and submit to the NTM, on a regular basis, reports on all matters relating to project implementation (in the required format and to the agreed timetable) covering implementation progress, problems experienced and issues to be addressed, including a time bound action plan with defined responsibilities.
2. Based on the overall approved AWPB, develop a detailed work plan and budget for activities within the island, in close collaboration with the Community Outreach Officer (COO) and Investment Specialist (IS) for activities under Component 1 and 2 respectively, and report back to NTM on implementation progress.
3. Mobilise and sensitise target communities about project objectives, the importance of social inclusion, activities and opportunities, in a gender and youth sensitive manner.
4. Collaborate closely with the Community Outreach Officer for data collection and analysis for targeting of the interested groups and households/farmers/individuals for investments under component 2.
5. Ensure that women, youth and PWDs are able to participate fully and benefiting from the project investments under component 2 (that are the priority groups based on the selection criteria).
6. Promote and disseminate information on SIFWaP as broadly as possible in target communities.
7. Coordinate project implementation at community level, in coordination with other component implementers (Community Outreach for Component 1 and Investment Specialist for

Component 2).

8. Work closely with the Community/State/Islands Committees and support the Community/State/Island Development Plans with focus on food, nutrition and water that will be the entry point of investment interventions under Component 2.
9. Keep records of distribution and of materials, tools and equipment and performance and output of agricultural activities to the target beneficiaries.
10. Keep records of community, groups and households' contributions to all project activities including on investment interventions under Component 2.
11. Provide awareness, mentoring and facilitation support to strengthen the capacity and leadership skills of existing and newly formed community groups under all components.
12. Prepare materials and provide training to field supporters with focus on community mobilisation, food, nutrition and water security at community level.
13. Collect information and feedback from the communities about: (a) the validation of the community plan; (b) the implementation of Components 1 and 2, including progress, achievements and impact. This has to be done in a gender/youth sensitive manner to ensure that women/youth specific feedback is captured and reported.
14. Provide advice to the community on basic nutrition, help to establish community nurseries, organize and deliver agriculture training and related advice, work with the WUGs to ensure well-functioning, managed and maintained water systems.
15. Inform on the progress and impact of the project and ensure that feedback from communities (especially vulnerable and disadvantaged groups) is recorded to inform progress reporting, monitoring and the preparation of success stories from the field.
16. Manage project assets on the island, keeping an inventory

of assets and submitting inventory reports to the NDU team in alignment with defined timelines.

17. Play the project focal point role in the State. Liaise, inform and coordinate with the State Council and work closely with the agriculture/IA extensions office in the Islands.
18. Strengthen socially inclusive state community linkages with development partners. Support target islands and communities to develop or improve linkages with government and non-government agencies for future development interventions.
19. Support on any other project tasks as per instructed by the NTM.
20. Facilitate training of Field Support (FS) and enumerators on i.a. data collection and coordinate with subject experts/training providers to ensure a smooth delivery of trainings/workshops. Evaluate all training, keep records of attendance with sex and age desegregated data. Maintain records on all training delivered.
21. Cooperate fully with the NDU in the conduct of external and internal audits of project operations.
22. Monitor the use of funds for activities implemented on the island, ensuring that expenditures are in line with approved AWPBs.
23. In close collaboration with NTM and the CPCU, support baseline, mid-line and end-line data collection.
24. Promote transparency and accountability in implementation procedures.
25. Cooperate with and provide necessary information to IFAD supervision missions, and implementation support/evaluation missions as requested.
26. Provide timely updates to the NTM and/or FAP of any identified potential or actual issues and bottlenecks to implementation and propose mitigating/remedy actions.

Qualification Requirements:

A college degree in Agriculture, Environment, and Organizational Management, Community Development or related fields is preferred. In the absence of a college degree, the State Facilitator should have experience on community mobilization, with knowledge on agriculture, food, nutrition and water issues that the State is facing; have minimum of 3 years on engaging with communities and working with international agencies or NGOs.

Salary:

The annual salary is \$16,560 per annum depending upon qualification of the applicant.

To apply:

Send application, resume, and other supporting documents to the following addresses:

**Department of Resource & Development
Personnel, FSM**

P.O. Box PS-12

Palikir, Pohnpei FM 96941

Phone: (691) 320-2646/5133/2620

Phone: (691) 320-2618/2642

Email: fsmrd@rd.gov.fm

Office of

P.O. Box PS-35

Palikir, Pohnpei FM 96941

Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from **February 26, 2025** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Budget & Economic Advisor (FSM DOFA) – Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Budget & Economic Advisor** in the Department of Finance & Administration, FSM National Government, Palikir, Pohnpei FM 96941.

Duties & Responsibilities:

Oversee the review and drafting of updated regulations and procedures manual to support the implementation of the new FMIS; lead the coordination of technical aspects of the updated regulations and procedures at National and State levels, including the coordinating related development partner programs; provide advice and support to Budget management and staff of plan and deliver the Division responsibilities to transition to the new FMIS: assist with review of Project Control Documents to strengthen public project implementation; develop and implement programs to transfer skills and knowledge to government staff to be able to manage Economic Functions; assist with drafting of the Annual Economic and Fiscal Updates; assist with review of Congressional Acts and draft recommendations to the Office of

the President; provide general support to the Secretary of Finance & Administration and Assistant Secretary of Budget and Economic Management on economic, fiscal and financial budget implementation; represent DOFA in other Government initiatives relating growth and development of the FSM; performs other duties as assigned by the Secretary, DOFA.

Qualification Requirements:

Graduation from accredited college or university with a Master degree in Economic, Administration, Business and Management or related field plus five (5) years and/or practical experience in private sector or government in Budget.

Salary:

The biweekly salary is \$1,538.46, which includes a \$40 COLA, depending on the qualifications of the applicant.

To apply:

Send application, resume, credentials, and other supporting documents to the following addresses:

Department of Finance & Administration		Office of Personnel, FSM
P.O. Box PS-158		P.O. Box PS-35
Palikir, Pohnpei FM 96941		Palikir, Pohnpei FM 96941
Phone: (691) 320-2640/5852		Phone: (691) 320-2618/2642
Email: adurablert7@gmail.com		Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from December 9, 2024 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Medical Consultant (FSM MiCare) – Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks a well-qualified individual to fill the position of **Medical Consultant** at the Office of MiCare.

Duties & Responsibilities:

Develop and implement a training program designed to upgrade medical claim review and to increase performance confidence of the Utilization Staff; address performance shortfalls of the Utilization Division Staff and recommends improvements; continue to review cases for referrals to ensure that each recommended case requires an off-island tertiary medical treatments as stipulated in the MiCare regulations; monitors proper coordination of patients referrals to avoid delay and inconveniences to eligible patients, taking into consideration the most economical means of sending BA patients to Philippines; draft letter for Administrator's review and signature for any issues related to Utilization activities, including those related to reconciliation, non-compliances, RUV's and Free Schedule, etc; participates in the referral committee reviews in the State Hospital; negotiate for pricing & discount conditions or direction health care providers; directly supervise Utilization Division staff in Manila and its operation; performs other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a medical doctor degree or medical credential from a recognized government authority to practice medicine. Four (4) years of experience in utilization review in health insurance. Must be able to obtain medical license to practice medicine in the Federated States of Micronesia.

Salary:

Salary of \$30,000 per annum depending upon qualifications and experience.

To apply:

Send application, resume, credentials, and other supporting documents to the following addresses:

MiCare Office

Personnel Office

FSM National Government

P.O.Box PS-35

Kolonia, Pohnpei FM 96941

Palikir, Pohnpei FM 96941

[Tel #: \(691\)320-2549](tel:(691)320-2549)

Tel #: (691)320-2618

Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from **July 17, 2024** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER