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 al payment and receivables and prepare monthly records for al 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 Pre0servation 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

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 NTMon 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

P.O. Box PS-12

Palikir, Pohnpei FM 96941

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

Email:fsmrd@rd.gov.fm

Office of Personnel, FSM

P.O. Box PS-35

Palikir, Pohnpei FM 96941

Phone: (691) 320-2618/2642

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.

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)320-2618
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