

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.

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Office of FSM

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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.

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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 (DECEM))
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.

