Project Finance & Administrative Officer (FSM DoRD)Pohnpei [open until closed]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill positions of **Project Finance & Administrative Officer** at the Department of Resource and Development, FSM National Government, Palikir, Pohnpei FM 96941.

Objective/Purpose of the Assignment:

Under the guidance and supervision of the Project Manger, the Project Administrative and Finance Officer will serve in a support role for both general administrative and financial accounting support to the project. The finance Officer will work in close cooperation with the finance staff in the Implementing Partner- the Department of Resource and Development, where the PIU is housed, and sub-level responsible parties, particularly the four States of the FSM.

Duties and Responsibilities:

- Assist the project Manager in day-to-day management and oversight of financial activities and transactions;
- Support the PIU in matters related to M&E and knowledge resource management;
- Assist the national Technical Coordinator and State Technical Coordinators on the logistics related to capacity development and knowledge sharing events;
- Assist in the preparation of financial reports;
- Assist with relevant project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) and properly maintain hard and

electronic copies in an efficient and readily accessible filing system, for when required by the Project Board, the IAS Technical Advisory Panel, UNDP, project consultants and other PIU staff;

- Assist with PIU-related administrative and logistical assistance;
- Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project manager;
- Review project expenditures and ensure that project funds are used in compliance with Project documents and government of FSM Finance rules and procedures;
- Validate and certify FACE forms before submission to UNDP;
- Provide necessary financial information as when required for project management decisions;
- Provide necessary financial information during project audit(s);
- Review annual budgets and project expenditure reports, and notify the Project Manger if there are any discrepancies or issues;
- Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;
- Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financials progress reports;
- Perform other duties as assigned.

Qualification Requirement:

A Bachelor degree or an advanced diploma in accounting/financial management; At least five years of relevant work experience, preferably in a project management setting involving multi-lateral/international funding agency. Previous experience with UN project will be a definite asset, as will experience on a project involving natural resources

management and/or sustainable livelihoods; Proficiency in the use of computer software applications particularly MSWord, Excel and PowerPoint, as well as experience with setting up webinars and videoconferences; Excellent language skills in English 9writing, speaking and reading) and in local languages; Very good inter-personal skills.

Salary:

The annual salary is $28,000.00 depending upon qualifications of the applicant.

To apply:

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

Department of Resources and Development (R&D)
P.O. Box PS-12
Palikir, Pohnpei FM 96941
Email: fsmrd@rd.gov.
Telephone number: 320-2618/2642

Office of Personnel
P.O. Box PS-12
Palikir, Pohnpei FM 96941
Email:personnel@personnel.gov.fm
Telephone number: 320-5133

The Office of Personnel will be accepting application/resume from **June 02, 2025** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

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

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