Expired: Information & Technology Specialist (Office of NACH) Pohnpei [closing date: November 16, 2025]

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Information & Technology Specialist

PL-32/1

\$706.22 B/W + \$40.00 COLA = \$746.22

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Office of NACH FSM National Government Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Install, support and maintain network, including server and desktop hardware and software infrastructure; Ensure the most cost-effective and efficient use of servers; Suggest and provide IT solutions to office and management problems; Ensure that all offices IT equipment comply with industry standards; Analyze and resolve faults, ranging from a major system crash to a forgotten password; Undertake routine preventative measures and implement,

maintain and monitor network security; Monitor the use of the web by employees; Procures office network and computer hardware/ software; performs technology needs analysis; Evaluates, tests and recommend appropriate technology for use in Office; Provide capacity building for NACH staff and State Historic Preservation Office staff with the Microsoft 365 tools.

Qualification Requirements:

Graduation from an accredited college or university with a Bachelor Degree in Computer Science or related field plus three (3) years of work experience in computer and information technology or equivalent.

Secure Application Forms From and Return to FSM National Government Personnel Office

or send your application, resume, along with other credentials to the below email address:

personnel@personnel.gov.fm

Expired: Financial Management Specialist (office of NACH) Pohnpei [closing date:11/16/2025]

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions

for which no qualified FSM citizens are available.

POSITION AND SALARY:

Financial Management Special

PL-32/1

\$706.22 B/W + \$40.00 COLA = \$746.22

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Office of NACH FSM National Government Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Manages U.S. Federal, local and other historic preservation grant funds including the preparation of programs expenditures and obligation; Responsible in preparing and submission of monthly financial status reports to the Assistant Director; Reviews financial status reports received from the U.S. National Park Service, Institute of Museum & Library Services (IMLS), Nations Educational, Scientific, and Cultural Organization (UNESCO), and other funding agencies for any discrepancies and make appropriate corrective actions; Coordinates and completes financial documents for budgetary formulations; Responsible for the preparation of sub-grant financial status for review and comment by the Assistant Director; Drafts letters and memorandum concerning program financial matters; Coordinates reimbursement request with the Department of Finance and Administration. Prepares required Historic Preservation program and UNESCO program reguisition, POL, Travel Authorization and vouchers; Provide assistance and guidance to the four states Historic Preservation Offices with the respect to grants management and financial record-keeping; Conduct on-site semi-annual visits to the States Historic and Preservation Offices; Prepares Financial Status Report (SF-270) to be submitted to FSM National Park Service for reimbursement. Supports the Administrative Officer in directing and overseeing the preparation of the Office's annual budget; Perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a degree in Business Administration, Accounting or related field plus three (3) years of work experience in grant administration or management or equivalent.

Secure Application Forms From and Return to FSM National Government Personnel Office or send your application, resume, along with other credentials to the below email address: personnel@personnel.gov.fm

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.

<u>Duties & Responsibilities:</u>

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