Management Services Officer (Department of Transportation, Communication & Infrastructure- Infrastructure Maintenance Fund (IMF) Program) Chuuk [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill the position of **Management Services Officer** for the FSM National Government, Infrastructure Maintenance Fund (IMF) Program in **Chuuk.**

Duties & Responsibilities:

- Supervise and perform administrative assignments in a variety of areas such as personnel, finance, supply, budget and other areas
- Undertake general financial administration including raising orders/invoices, process payments, input budget figures, ensure transactions are properly recorded and entered
- Assist in preparation of budget requests, compile fiscal and statistical data
- Supervise office supplies, equipment and materials necessary for the office and arrange repairs when necessary
- Prepare meeting papers and documents including agendas, portfolios, profiling records, anecdotes, schedules,

summaries drafts of directives, proposals of action plans to be considered, etc.

- Manage all fiscal costs and budget contracts and procedures including monitoring of purchase of goods and services
- Prepare detailed and comprehensive reports of findings and recommendations in responsibility
- Interpret administrative policy and relay instructions of policy and procedure revision
- Receive inquiries from the public by letter, telephone or in person and furnish information or direct inquiries to the proper source for answer
- Assist with developing, overseeing and participating in staff development
- Perform other duties as assigned.

Qualification Requirements:

Graduate from an accredited college or university with a degree in management or related field plus two (2) to three (3) years of experience in related fields.

Salary:

A Salary of $18,600 per annum depending upon the qualifications of the applicant.

To Apply:

Submit resume or application by mail to the following addresses:

Department of TC&I **Office of Personnel**

P.O.Box Ps-2
P.O. Box PS-35

Palikir, Pohnpei FM 96941 Palikir, Pohnpei FM 96941

Email: tci@tci.gov.fm Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from today until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Project Engineer (FSM Department of Transportation, Communication & Infrastructure- Infrastructure Maintenance Fund (IMF) Program) Chuuk [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill the position of **Project Engineer** for the FSM National Government, Infrastructure Maintenance Fund (IMF) Program in **Chuuk.**

Duties & Responsibilities:

- Lead and manage civil engineering projects, ensuring their successful execution from concept to completion
- Collaborate with stakeholders to integrate civil engineering requirement into overall project design and planning
- Prepare and review engineering designs, drawings, and specifications for projects
- Prepare plans, details, and technical specifications using AutoCAD or other drawings and software
- Supervise and inspect project activities to ensure compliance with design, specifications and industry standards
- Manage project budgets, schedules, and resources, monitoring progress and addressing any issues that arise
- Provide technical guidance and mentorship to support staff
- Prepare cost and quantity estimate; construction activities, planning and scheduling (e.g. PERT/CMT, GANTT charts, weekly narrated reports).
- Perform surveying works as required
- Perform engineering analysis on all projects
- Provide technical assistance and coordinate project-related issues with the government and other relevant agencies; monitor and conduct site inspections of all projects on a routine basis
- Conduct feasibility studies and assessments to inform decision-making processes
- Supervise all quality control testing
- Responsible for monitoring and maintaining all project files
- Perform other duties as assigned

Qualification Requirements:

Graduate from an accredited college or university with a bachelor’s degree in Engineer plus ten (10) years of work experience.

Salary:
A Salary of $45,000 per annum depending upon the qualifications of the applicant. Housing Allowance to be provided subject to relevant rules and regulations.

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

Department of TC&I **Office of Personnel**
P.O.Box Ps-2
P.O. Box PS-35
Palikir, Pohnpei FM 96941 Palikir, Pohnpei FM 96941
Email: tci@tci.gov.fm / pmu@tci.gov.fm Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from today until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Senior Inspector (FSM Department of Transportation, Communications &

Infrastructure (DTC&I)) Chuuk [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individual to fill **two** positions of **Senior Inspector** with the FSM National Government, Department of Transportation, Communications & Infrastructure (DTC&I), Project Management Unit – Project Management Office in **Chuuk.**

Duties & Responsibilities:
Able to read blueprint and do house plan when call for; Conduct pre-construction conference on all project development plan scope of work; Perform inspections on projects; Assess deficiencies on homes; Perform calculation of materials needed base on inspections and assessment of project; Evaluate a project and recommend changes; Monitor projects for completeness and quality; Do reports of progress/Deficiencies on all inspected projects and submit for further evaluation and recommendation by the Director; Know how to drive and always with valid driver's License; Perform and submit list of supplies and materials needed for you to perform your duties; Perform other duties as assigned.

Qualification Requirements:
Graduation from an accredited college or University with a Bachelor Degree in Engineering and Construction Technology or related construction field plus four (4) years of work experience in related construction field.

Salary: A Salary range from $22,500 per annum depending upon the qualifications of the applicant.

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

Department of TC&I
P.O.Box Ps-2
Palikir, Pohnpei FM 96941
Email: tci@tci.gov.fm

Office of Personnel
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from today May 21, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Quality Assurance Representative (FSM Department of Transportation, Communication &Infrastructure-Program Management Unit) Kosrae [open until filled]

The Government of the Federated States of Micronesian (FSM) seeks well qualified individuals to fill the position of **Quality**

Assurance Representative, FSM National Government at the Department of Transportation Communication & Infrastructure Program Management Unit – Program Management Office in Kosrae.

Duties & Responsibilities:

Monitor contractor quality control program; perform on site-daily observation of the contractor's construction work and compares the work product to the project's approved plans, specifications and approved contract compliance submittals; takes measurements and photos of work in progress; prepares daily reports documenting progress updates and activities of the contractor; communicates all issues with the proper team members; attends progress meetings with contractors; requires contractor to correct defective work as needed; verify contractors recording of as-built information on as-built drawings; monitors and enforces jobsite safety; witnesses contractors materials testing in field or laboratory; provides information for verification of contractors progress billings; monitors contractors quarry and concrete batching operations; and perform other duties as assigned.

Qualification Requirements:

Must have Bachelor degree as engineering technician, engineer, architect, or degree construction technology or other related field; must have a minimum of 5-10 years of relevant experience construction inspection; must have a basic understanding of construction safety and hazard assessments; formal training in construction quality control is not a requirement but will have weight in evaluating applicants; requires good communication and documentation skills and an individual capable of performing with minimal supervision; a general knowledge of construction techniques and an ability to read plans and specifications is mandatory; in the course of work, the employee will be required

to operate a government vehicle; must be able to obtain a government driver's license; must have a clean Police record; must be able to work as required in inclement weather such as rain, high wind or extreme heat; must be available to work after hours or on weekends as needed; must have good skills in speaking and writing in English; and must have good skills in using MS word or MS Excel.

Salary:A Salary range from $30,000- $50,750per annum depending upon the qualifications of the applicant.

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

Department of TC&I **Office of Personnel**
P.O.Box Ps-2
P.O. Box PS-35
Palikir, Pohnpei FM 96941 Palikir, Pohnpei FM 96941
Email: pmu@tci.gov.fm Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from today until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Construction Manager (Roads & Buildings) (Department of

Transportation, Communication & Infrastructure_ Program Management Unit)Yap [until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill two positions for **Construction Manager (Roads & Buildings)** within the FSM National Government, Department of Transportation, Communications & Infrastructure_ Program Management Office in Yap.

Duties & Responsibilities:

1. Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems.
2. Schedule the project in logical steps and budget time required to meet deadlines.
3. Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
4. Study job specifications to determine appropriate construction methods.
5. Makes field inspection and reviews projects to monitor compliance with building and safety codes, and other regulations.
6. Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
7. Reviews and approves the sub-contractors' pay request by verifying that the work for which payment is being requested has been satisfactorily completed.

8. Obtain all necessary permits and licenses.
9. Maintains records and prepares reports and correspondence related to work.
10. Confer with supervisory personnel, owners, sub-contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.

Operations

1. Attendance at weekly Management team and design team meetings.
2. Preparation of weekly Status reports.
3. Attendance at construction site meetings.
4. Attendance at internal Sub Committee Meetings.
5. Supervision of Consultants.
6. Supervision of Sub-Contractors.
7. Approval of all Sub-Contractors' Valuations
8. Approval of all Consultant's Invoices.
9. Approval of all Suppliers' Invoices.
10. Review of drawing, quotations, construction budgets, project schedules, costs reports and proposals.
11. Monitoring of Project Changes.
12. Monitoring of Project Progress (Financial and Time) vs. Planned schedules and budgets.
13. Advising on technical surveys, studies, research, investigations, test.
14. Evaluation of the performance of sub- Contractors, consultants.
15. Review of Consultants proposals.
16. Advisory on Contracts and tender document preparations.
17. Review of tenders.
18. Monitoring of construction works.
19. Monitoring of the Project Handover.
20. Perform other duties as assigned.

Qualification Requirements:
Graduation from an accredited college or University with a Bachelor Degree Civil Engineering, Professional Licensed/ Specialized Training in Construction Management; At least ten (10) years' experience in a similar position; Building Construction- Knowledge of materials, methods, and the tools involved in the construction or repair of buildings, or other structures; Design- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models; Mathematics- Knowledge of arithmetic, algebra, Geometry, calculus, statistics, and their applications; English language- Knowledge of the structure and contend of the English language including the meaning and spelling of words, rules of compositions, grammar; Public Safety and Security- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local or national security operations for the protection of people, data property, and institutions.

Salary: A Salary range from $45,000 per annum depending upon the qualifications of the applicant.

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

Department of TC&I
P.O.Box Ps-2
Palikir, Pohnpei FM 96941
Email: tci@tci.gov.fm

Office of Personnel
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from today May 1, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Quality Manager (Department of Transportation, Communication & Infrastructure_ Program Management Office) Yap [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Quality Manager** FSM National Government at the Department of Transportation Communication & Infrastructure Program Management Unit – Program Management Office in Yap.

Duties & Responsibilities:

Attend weekly project management team meetings and construction site meetings; develop and maintain a QC plan, including establishing quality standards, procedures, and documentation for the project; conduct inspections of materials, workmanship, and completed work to ensure compliance with plans and specifications; document findings through reports tracking QC activities, non-compliance, and corrective actions; coordinate with project managers, superintendents, subcontractors, and clients to ensure quality standards are met; ensure compliance with relevant regulations, industry standards, project

specifications, and OSHA requirements; coordinate with other trades and subcontractors to ensure proper coordination and quality; participate in punch list and final inspections to identify and address remaining issues; prepare final handover documentation, including test packs and other relevant records; conduct material testing, including inspection of aggregates for gradation, checking bitumen temperature and quality, and testing concrete strength; monitor construction processes such as compaction, subgrade preparation, and paving to ensure required densities are achieved; maintain detailed records, including test results, daily reports, and inspection logs for compliance; perform site inspections to verify construction techniques, measurements (thickness and alignment), and proper installation of drainage and structural elements; ensure adherence to safety standards, including traffic control and safe working conditions; and perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Construction Management, Architecture, Technology, or a related field; plus five (5) years of progressively responsible experience in building construction, quality assurance, or infrastructure project management.

Salary: A Salary range up to $$60,000 per annum depending upon the qualifications of the applicant.

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

Department of TC&I **Office of Personnel**

P.O.Box Ps-2
P.O. Box PS-35

Palikir, Pohnpei FM 96941 Palikir, Pohnpei FM 96941

Email: tci@tci.gov.fm
Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from today May 1, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Quality Assurance Officer (Buildings) (FSM Department of Transportation Communication & Infrastructure_Program Management Office) Yap

The Government of the Federated States of Micronesian (FSM) seeks well qualified individuals to fill the position of **Quality Assurance Officer (Buildings),** FSM National Government at the Department of Transportation Communication & Infrastructure Program Management Unit – Program Management Office in Yap.

Duties & Responsibilities:

Perform receiving inspections as required; provides Quality Assurance (QA) input during submittal reviews; assist with the Sub-Contractor Quality Plan Review during re-qualification of contractors and during contract award process; performs QA review of material requisitions when assigned; works with material management team to coordinate inspections during delivery of all materials to project areas, warehouses and lay down yards; suggests and provides requires input to update Quality Plan and matrices to meet changing project requirements; promoting quality achievement and performance improvement throughout the project ; Implements Quality Program, including all checklists required to support plan; monitors 3rd party QA inspectors work and longing issues; notifies subcontractors of Quality Control (QC) issues and issues appropriate requests for corrective action when directed by superintendent; reviews corrective action reports and recommends sign-off on all final resolutions; assists in the process of providing regularly scheduled reporting on status of assigned projects under construction or in pre-construction phase; provide input to project Controls group on scheduling updates for all assigned projects; attendance at weekly Project Management team meetings; planning of work schedules; attendance at construction site meetings; perform other duties as assigned.

Qualification Requirements:
Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Construction Management, Architecture, Technology, or a related field; plus three (3) to five (5) years of progressively responsible experience in building construction, quality assurance, or infrastructure project management.

Salary: A Salary range up to $25,000 per annum depending upon the qualifications of the applicant.

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

Department of TC&I
P.O.Box Ps-2
Palikir, Pohnpei FM 96941
Email: tci@tci.gov.fm

Office of Personnel
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from today April 28, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Project Management Office (PMO) Manager (Department of Transportation, Communication & Infrastructure – Project Management Office(PMO)) Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well-qualified individuals to fill the position of **Project Management Office(PMO) Manager** with the FSM National Government,

within the Department of Transportation, Communication, and Infrastructure – Project Management Office (DoTC&I–PMO). This position will be based in Pohnpei State.

1.0 Introduction

The Federated States of Micronesia is implementing an expanding portfolio of infrastructure investments across the transport, maritime, aviation, roads, public buildings, utilities, climate resilience, and related sectors. Many of these projects are financed through the U.S. Compact of Free Association and other external funding arrangements and require disciplined project preparation, procurement, implementation oversight, contract administration, and reporting at both national and state levels. In addition to capital infrastructure projects, the Compact framework also includes the Infrastructure Maintenance Fund (IMF) program, which requires structured planning, programming, monitoring, reporting, and coordination to ensure that maintenance resources are used effectively to protect public assets and sustain serviceability over time.

The Department of Transportation, Communications and Infrastructure, through the Program Management Unit, is responsible for national coordination of Compact infrastructure programming and for supporting compliant and effective delivery of major infrastructure projects. Within this framework, the Pohnpei Project Management Office serves as the principal state-level implementation and coordination mechanism for Compact-funded and other externally financed infrastructure projects in Pohnpei State and shall also provide leadership and oversight for implementation of the Infrastructure Maintenance Fund program under the Compact within the State, in coordination with national systems and approved maintenance programming arrangements.

To strengthen execution, fiduciary discipline, stakeholder coordination, and performance reporting of infrastructure projects in the State, the Department seeks to engage a qualified Head of the Project Management Office. The position is intended to provide strategic leadership, technical and commercial oversight, day-to-day delivery management, and high-level coordination between the National Government, Pohnpei State Government, consultants, contractors, communities, and development partners, while also ensuring effective planning and oversight of the Infrastructure Maintenance Fund program under the Compact.

The position shall be based in Pohnpei State and shall report to DTC&I, while being guided by the Program Management Unit Program Director, relevant national agencies, Pohnpei State authorities, the Office of Compact Management, the Department of Finance and Administration, and development partners involved in infrastructure delivery and maintenance programming.

2.0 Background

The Federated States of Micronesia comprises four states dispersed across a vast area of the North Pacific. This geographic dispersion creates unusual infrastructure management challenges, including high mobilization costs, remoteness of project sites, fragmented logistics chains, limited contractor markets, weather and climate vulnerability, and the need for close coordination between national institutions and state-level implementing entities. In Pohnpei State, these challenges are compounded by the importance of protecting strategic transport, public service, and community assets while maintaining continuity of works in difficult operational conditions.

The Department of Transportation, Communications and Infrastructure is responsible for coordinating the national

infrastructure development program and for supporting implementation of infrastructure projects financed under the Compact of Free Association and other external assistance frameworks. Infrastructure projects are programmed through the Infrastructure Development Plan and the Annual Implementation Plan and are subject to Compact governance, financial management, procurement, and reporting requirements. The Program Management Unit within DTC&I provides national-level coordination, systems oversight, reporting support, and implementation guidance. The Compact framework also provides for maintenance-related funding through the Infrastructure Maintenance Fund program, which requires disciplined prioritization, programming, documentation, and monitoring to ensure that completed and existing public infrastructure assets remain functional and serviceable.

To strengthen state-level implementation and improve oversight of projects in Pohnpei State, DTC&I has established a dedicated Pohnpei Project Management Office. The Pohnpei PMO is intended to function as the principal delivery, coordination, and project control office for infrastructure projects within the State, while remaining fully aligned with national systems, Compact requirements, approved budgets, and reporting obligations. The office is expected to lead state-level project planning, implementation management, contract administration support, progress monitoring, stakeholder communication, and risk escalation in relation to all infrastructure projects assigned to it, and to provide leadership, programming oversight, and performance monitoring for Infrastructure Maintenance Fund activities undertaken in Pohnpei State.

The Head of the Pohnpei PMO is therefore required to provide strong leadership over the office and to ensure that infrastructure projects and Infrastructure Maintenance Fund activities in Pohnpei State are properly planned, appraised,

programmed, procured, implemented, supervised, documented, monitored, and reported. The role requires the ability to work across technical, commercial, fiduciary, and institutional boundaries and to translate national policy and Compact compliance requirements into disciplined project delivery and infrastructure maintenance management at state level.

3.0 Objectives of Assignment

The purpose of the position is to provide strategic leadership, technical oversight, implementation control, and institutional management for the Pohnpei Project Management Office so as to ensure effective planning, procurement, delivery, monitoring, compliance, and reporting of Compact-funded and other externally financed infrastructure projects in Pohnpei State, together with leadership and oversight of the Infrastructure Maintenance Fund program under the Compact as it applies within the State. Sub-objectives of the assignment include:

- Ensuring that infrastructure projects and Infrastructure Maintenance Fund activities in Pohnpei State are aligned with the Infrastructure Development Plan, Annual Implementation Plan, approved funding allocations, maintenance priorities, and national and state priorities;
- Providing high-level project and program management support across the full project life cycle, from concept development and readiness through design, procurement, construction, commissioning, defects management, maintenance planning, and closeout;
- Strengthening project control, maintenance programming, contract administration, reporting, record-keeping, and fiduciary practices within the Pohnpei PMO;
- Improving coordination between DTC&I, the Program Management Unit, Pohnpei State Government, implementing agencies, communities, consultants, contractors,

maintenance personnel, and development partners;
- Ensuring timely identification and escalation of delivery constraints, maintenance backlogs, contract risks, safeguards issues, financial bottlenecks, and institutional obstacles affecting project execution and asset upkeep;
- Building sustainable local capacity in project management, maintenance planning, procurement, construction oversight, contract management, and performance reporting within the Pohnpei PMO and related state-level institutions.

4.0 Key Tasks and Duties

Program Leadership and Office Management

- Provide overall leadership, management, and direction to the Pohnpei Project Management Office and supervise PMO staff, consultants, and other personnel assigned to the office, including in relation to the Infrastructure Maintenance Fund program.
- Prepare and manage the annual PMO work plan, operating budget, staffing plan, reporting calendar(Quarterly and Monthly Reports), and implementation priorities.
- Ensure that the PMO operates in accordance with DTC&I policy, Compact requirements, approved procedures, and sound project management practice.
- Establish office systems for document control, file management, risk tracking, schedule management, reporting, and decision follow-up.
- Advise the Secretary of DTC&I through the Program Management Unit on the performance, needs, constraints, and priorities of the Pohnpei infrastructure portfolio and the Infrastructure Maintenance Fund program within the State.

Project Planning and Programming

- Lead preparation and refinement of project proposals for inclusion in the Annual Implementation Plan and related programming submissions requiring national review or JEMCO concurrence, and support preparation and prioritization of Infrastructure Maintenance Fund programming submissions and maintenance plans for Pohnpei State.
- Use the FSM Infrastructure Development Plan and other approved planning instruments to identify, prioritize, appraise, and sequence projects for implementation in Pohnpei State.
- Ensure that proposed projects are technically sound, financially feasible, sufficiently prepared, and aligned with national and state development priorities.
- Coordinate project readiness activities, including concept development, feasibility work, site data collection, design brief development, cost estimation, land and stakeholder coordination, and implementation planning.
- Prepare annual and multi-year implementation schedules, cash flow forecasts, procurement schedules, maintenance plans, and budget projections for the Pohnpei project portfolio and associated Infrastructure Maintenance Fund activities.

Project Management and Delivery Oversight

- Oversee and manage the full life cycle of all Compact-funded and other assigned infrastructure projects in Pohnpei State, including feasibility, design, procurement, construction supervision, commissioning, defects management, and closeout, and provide leadership and oversight for implementation of approved Infrastructure Maintenance Fund activities and maintenance work programs within the State.
- Review and manage the performance of consultants, contractors, suppliers, supervising entities, and

implementing partners engaged on infrastructure projects in Pohnpei State.

- Monitor project timelines, budgets, physical progress, risks, quality issues, contractual matters, maintenance performance, and key performance indicators and take or recommend corrective action where required.
- Ensure that implementation activities are coordinated with utility providers, regulators, landholders, local communities, and other affected stakeholders as necessary for smooth project execution.
- Attend and lead project meetings, progress reviews, technical coordination sessions, site inspections, and management briefings as required to maintain project momentum and accountability.

Procurement and Contract Administration

- Support procurement planning for consulting services, goods, works, and technical assistance packages and ensure that procurement activities are sequenced in a realistic and implementable manner.
- Review bidding documents, requests for proposals, terms of reference, technical specifications, evaluation documentation, and contract award recommendations in coordination with DTC&I and PMU.
- Assist in contract administration matters including notices, payment certifications, variations, extensions of time, claims coordination, securities, insurances, defects management, and contract closeout documentation.
- Maintain contract registers, procurement tracking tools, and records of contractual obligations, deliverables, and key dates.
- Identify procurement or contract bottlenecks and escalate issues requiring national-level action, legal review, or management intervention.

Compliance, Reporting, and Accountability

- Ensure compliance with Compact requirements, applicable national laws and regulations, approved project procedures, procurement rules, safeguards obligations, financial management requirements, and all approved procedures applicable to Infrastructure Maintenance Fund programming and expenditure.
- Prepare and submit, in coordination with DTC&I and PMU, annual performance reports, annual financial report inputs, quarterly infrastructure reports, Infrastructure Maintenance Fund progress updates, project status updates, and any other reports required by the National Government, JEMCO, or funding partners.
- Maintain complete, current, and auditable records of project activities, contracts, expenditures, correspondence, approvals, and implementation decisions.
- Support financial reviews, management reviews, audits, and verification exercises by ensuring that required documentation and explanations are available in a timely manner.
- Provide accurate and timely portfolio-level updates to national and state leadership on implementation progress, disbursement status, maintenance performance, risk issues, and corrective actions.

Stakeholder Coordination and Communications

- Serve as the principal project coordination focal point for infrastructure implementation in Pohnpei State between DTC&I, PMU, Pohnpei State Government, implementing agencies, consultants, contractors, and community stakeholders.
- Conduct and support stakeholder consultations during project preparation, design, procurement, implementation,

and handover phases.

- Provide periodic project status briefings and updates to national and state leadership and assist with the preparation of communication materials, presentations, and issue notes as required.
- Act as technical advisor or support focal point to relevant state-level planning and implementation coordination bodies, including infrastructure planning and implementation committees or equivalent forums.
- Promote practical problem-solving and timely resolution of institutional, logistical, and community-related issues affecting project delivery.

Development Partner, Compact, and Multi-Program Coordination

- Provide technical coordination for Compact-funded infrastructure projects, the Infrastructure Maintenance Fund program, and World Bank, Asian Development Bank, U.S. federal, and other development partner-funded infrastructure projects in Pohnpei State, as assigned by DTC&I.
- Ensure alignment and complementarity between Compact-funded investments, Infrastructure Maintenance Fund activities, and development partner-funded infrastructure activities occurring within the State.
- Coordinate with donor missions, technical support teams, review missions, project consultants, and relevant national and state maintenance stakeholders on implementation status, documentation, and follow-up actions.
- Assist the National Government in identifying cross-project dependencies, sequencing issues, co-financing opportunities, asset maintenance priorities, and institutional overlaps affecting infrastructure delivery in Pohnpei State.

Team Leadership and Capacity Building

- Supervise, mentor, and guide PMO staff and consultants and promote a disciplined, transparent, and accountable office culture.
- Strengthen local capacity in project management, procurement, contract administration, progress monitoring, reporting, and construction oversight.
- Develop and standardize templates, reporting tools, tracking systems, and working procedures for use within the Pohnpei PMO as guided by DTCI through the Project Management Unit.
- Identify staffing, training, and systems gaps and recommend measures to strengthen the long-term capability of the office and associated state-level implementation arrangements.

5.0 Mandatory Skills, Knowledge, and Competencies

Qualifications

- A bachelor’s degree in Civil or Structural Engineering from an accredited institution.

Experience

- A minimum of seven years of progressively responsible experience in infrastructure project management, including supervision of design, procurement, construction, and contract administration activities.
- Demonstrated experience in public sector infrastructure programs and donor-funded or grant-funded projects is highly desirable.
- Demonstrated experience coordinating multiple stakeholders, including government agencies, consultants, contractors, communities, and funding partners.

- Strong knowledge of project planning, budgeting, procurement, contract administration, financial oversight, and performance reporting requirements.

Skills

- Strong written and verbal communication skills in English.
- Proficiency in Microsoft Office and practical familiarity with project scheduling and project controls tools.
- Ability to manage a multidisciplinary project portfolio and to work effectively in a geographically dispersed implementation environment.
- Ability to identify risks early, prioritize actions, and maintain disciplined follow-through on implementation matters.

NB: Any element of Conflict of Interest, “real or apparent” presented by a candidate, will disqualify the candidate for consideration for the position.

6.0 Desirable Skills, Knowledge, and Competencies

Qualifications

- A postgraduate qualification in Engineering, Construction Management, Project Management, Infrastructure Management, or a related field would be an advantage.
- Professional licensure as a Professional Engineer in Civil or Structural Engineering

Experience

- Previous experience as a Program Manager, Project Manager, PMO Head, Resident Engineer, or similar leadership role in a government infrastructure or public works agency.
- Experience working in FSM or the wider Pacific region.
- Experience with Compact-funded infrastructure, World Bank,

Asian Development Bank, or other externally financed project delivery systems.
- Experience in climate-resilient infrastructure, island logistics management, and community-facing project delivery would be beneficial.

Skills

- Strong leadership and staff development ability.
- Good negotiation and stakeholder management skills.
- Ability to present concise management briefings and produce high-quality analytical reports.
- Commitment to transparency, respectability, ethics, accountability, and orderly public sector administration.

7.0 Duration

The position shall be for an initial period of one year and may be renewed subject to satisfactory performance, continued operational need, availability of funding, and approval by the Government.

The engagement shall be on a full-time basis under a special service or equivalent contract arrangement determined by the Department.

8.0 Duty Station and Travel

The position shall be based in Pohnpei State. Regular travel within Pohnpei State and periodic travel to other locations in FSM may be required in connection with project meetings, inspections, coordination activities, training, and reporting obligations.

The position is expected to be office- and field-based and shall not be treated as a remote assignment.

9.0 Reporting Requirements

The Head of the Pohnpei Project Management Office shall report to the Program Director of the PMU. The postholder shall be guided by the Program Management Unit and shall be responsible for maintaining timely communication with national leadership, state authorities, oversight bodies, and funding partners on matters relating to assigned infrastructure projects and the Infrastructure Maintenance Fund program in Pohnpei State.

The Head of the Pohnpei PMO shall be responsible for timely preparation and submission of such reports, briefs, implementation updates, maintenance program updates, risk summaries, quarterly reports, annual reports, procurement updates, and other deliverables as may be required by DTC&I, the Program Management Unit, the National Government, JEMCO processes, and relevant development partners.

10.0 Performance Evaluation

Performance shall be evaluated annually by the Secretary of DTC&I, prepared by the Program Director, Program Management Unit and other authorized stakeholders, having regard to matters including:

- Timeliness and quality of project programming inputs, reports, and submissions;
- Project implementation progress, disbursement performance, and effectiveness of issue resolution;
- Compliance with procurement, financial management, safeguards, and reporting requirements;
- Quality of coordination with national and state stakeholders, consultants, contractors, and development partners;
- Strengthening of PMO systems, staff performance, and institutional capacity within the office.

- Professionalism and Ethics;

11.0 Authority and Accountability

The Head of the PMO is authorized to coordinate directly with State agencies, contractors, consultants, communities, and development partners on matters related to assigned infrastructure projects in Pohnpei State.

All major contractual, financial, procurement, and policy decisions shall remain subject to the authority and approval of DTC&I and the National Government in accordance with applicable laws, regulations, and approved procedures.

Salary: A Salary range from $140,000 per annum depending upon the qualifications of the applicant.

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

Department of TC&I
P.O.Box Ps-2
Palikir, Pohnpei FM 96941
Email: tci@tci.gov.fm

Office of Personnel
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Email:personnel@personnel.gov.fm

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THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Program Director (Department of Transportation, Communication & Infrastructure- Program Management Unit(PMU)) Pohnpei [open until filled]

The Government of the Federated States of Micronesian (FSM) seeks well qualified individual to fill the position of **Program Director** at the Department of Transportation, Communication, & Infrastructure – Program Management Unit (DoTC&I-PMU), F

Duties & Responsibilities:

The purpose of the position is to provide strategic leadership, program control, technical oversight, fiduciary coordination, and institutional management for the Program Management Unit so as to ensure the effective planning, implementation support, monitoring, compliance, and reporting of Compact-funded public infrastructure projects throughout the Federated States of Micronesia. Sub-objectives of the assignment include:

- Ensuring the Project comply with the requirements in the Legal Agreement; Strengthening the capacity of Project staff to plan and manage subprojects by serving as a mentor and regularly providing formal and informal guidance and training on project management and implementation issues; Provide Project Management services to help ensure timely implementation of technical assistance and works packages associated with the Project by facilitating coordination among DoTC&I and other

agencies and stakeholders, and proposing alternative plans as and when needed;

Planning the sequencing and timing of procurement activities based on a practical strategy for the subprojects and reflecting the updates in work plans; and Establishing arrangements to improve fiduciary responsibilities (i.e. contract management, procurement, and financial management) of DoTC&I as an Implementing Agency.

Project Management

- Provide Oversight, review and management of the day-to-day operations of the Supervision Consultant, who will be required to provide supervision services to each Contractor, including specific oversight of the Infrastructure Maintenance Fund maintenance pipeline and related maintenance contracts; Strengthening project control, Infrastructure Maintenance Fund programming, maintenance planning, contract administration, reporting, record-keeping, and fiduciary discipline

Review and provide detailed comments on Project-related reports and deliverables from consultants, contractors and suppliers; Support the PMOs to monitor and manage consultants' and contractor's time schedules and contracts, including costs against budgets, and co-ordinate same with the PMO Managers and the Financial staff; Coordinate with the State Government PMOs and State IPICs on Compact Infrastructure Issues and provide technical support to the States, as needed; Consolidate State project proposals into the Annual Infrastructure Implementation Plan for submission to OIA during the annual budget round; Consolidate the State quarterly infrastructure performance reports for submission to the FSM Leadership and OIA; Liaise and function as focal point on FSM Infrastructure matters with international funding Institutions (IFIs) on technical and other

matters Supervise Project Implementation Units set up by IFIs within the department to ensure operational performance of agreed objectives; Undertake periodic reviews of the status of the infrastructure sector in the FSM and generate reports and policy proposals, as needed for consideration of the FSM and State Leadership;

Monitor the Projects to ensure compliance with all legal covenants and requirements as detailed in the projects' Legal Agreements. Provide advice to DoTC&I on US Compact activities in terms of management issues, technical issues, contract management and administration matters on consultancy assignments, procurement, and works programs. The advice can include other areas of management which will benefit the program's overall performance. Participate in design reviews, update contract documentation, and provide Project Management support on negotiation and finalization of contracts.

Set up monitoring and reporting systems to keep track of activities on site during construction and attend site meetings when deemed to be beneficial; Facilitate internal and external discussions among key GoFSM counterparts to resolve implementation challenges through organizing meetings and/or other initiatives that may be deemed fit; Facilitate the preparation and public release of project information; Undertake other activities as reasonably requested by DoTC&I's Secretary.

Project Planning, Budgeting, and Local Staff Capacity Development

- Provide support to the PMOs on annual work plans and budgets for the Projects with appropriate levels of detail to enable the reporting of budgeted vs. actual expenditures and incorporate into quarterly reports that are due on the final day of each respective months

(September 30, December 31, March 31, June 30).Provide relevant training after a thorough assessment of the gaps identified for planning, budgeting and reporting.

Procurement

- Review project Procurement Plans to ensure that the delivery of works, materials and services are coordinated in a logical manner; Identify possible local and international consultants, contractors, and suppliers for procurement purposes; Upon request, prepare necessary procurement documents, including advertisements, Terms-of-Reference, Requests for Proposals, Requests for Expressions of Interest and/or Requests for Quotations and other documents as appropriate, and in accordance with FPA, IFI and GoFSM Procurement policies and procedures; Liaise with potential bidders, including various pre-bid and pre-proposal meeting requirements in accordance with FPA, IFI and Go FSM procurement policies and procedures; Upon request, participate in the work of the evaluation committees set up by the Secretary of DTC&I and ,as directed, organize Minutes for Evaluation Committee activities, and prepare subsequent technical and financial evaluation reports, including recommendations in line with Evaluation Committee decisions. Prepare necessary documents for relevant government approval in line with previous decisions, and draft subsequent contract documents for signature; Prepare appropriate Letters of Agreement, and/or other contractual correspondence, as required, between GoFSM and relevant partners; Prepare and maintain project contract and asset registries; Other associated and relevant tasks as required by the DTC&I Secretary; The Program Manager will work collaboratively and maintain effective communication within DTC&I, as well as with other sector agencies and the DOFA.

Financial Management

- Liaise with the Department of Finance and Administration (DOFA) on the preparation and processing of payment and withdrawal applications, and ensure that all required documentation from the PMOs is available to enable payments to consultants, contractors and suppliers; Liaise with DOFA on the quarterly review and annual audit of Accounts.

Safeguards

- Ensure the Project and Subprojects comply with the relevant environmental and social safeguards requirements including timely submission of semi-annual safeguards reports; Ensure safeguards considerations are mainstreamed in activity planning and implementation; if required, facilitate and assist DTC&I with public consultations; Review and comment on safeguards documentation when appropriate.

Monitoring and Evaluation (M&E)

- Collection of necessary data/information and providing written contributions for the preparation of quarterly reports for each calendar quarter; Timely submission of the quarterly reports for each calendar quarter; Provide Leadership and Oversight to the Compliance and Fiscal Officer charged with the responsibility of standardization of all policies, procedures and practices across all PMOs and the PMU; Ensure preparation and timely submission of the government's project completion report.

Training and Capacity Building

Assist DTC&I's PMU Deputy Program Manager in developing Manager in developing a capacity building framework for recruiting,

training and retaining local staff; Provide on-the-job training and mentoring to DTC&I staff and state staff working on the Projects, and help develop capacity in project management, budgeting, contract management, and planning.

Qualification Requirements:
Graduation from an accredited college with a University degree in Civil or Transport Engineering; Masters level Qualification in Civil or Transport Engineering; Minimum five (5) years of relevant experience, Demonstrated Experience with: Standard Conditions of Contract (AiA, EJCDC and FIDIC); US Compact and IFI Program Infrastructure implementation; MS Office and Project Proficient.

Salary: A Salary range from $160,000per annum depending upon the qualifications of the applicant.

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

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Palikir, Pohnpei FM 96941
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Office of Personnel
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Email: personnel@personnel.gov.fm

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THE FSM AN EQUAL OPPORTUNITY EMPLOYER

IT Support Specialist (FSM Department of Transportation, Communications & Infrastructure (DTC&I)) Chuuk [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individual to fill position of **IT Support Specialist** with the FSM National Government, Department of Transportation, Communications & Infrastructure (DTC&I), Project Management Unit – Project Management Office in **Chuuk.**

Duties & Responsibilities:

Create maintain and coordinate PMO website; Updating the Chuuk State PMO website on a regular basis; Assist in computer and information technology application including hardware, software, LAN/WAN of the office and ensure connectivity, backup of server and mailbox, antivirus update for file and email protection; Troubleshoot system problem related to network printers, photocopier, Microsoft outlook and Microsoft operating system and any other operating system deem necessary; Repair or replace damaged hardware; Perform tests and evaluations of new software and hardware; Provide technical support to end users on computer and IT applications; Respond email, queries, questions, and clarification form; Assist in designing layouts, graphics, and other necessary PMO materials; do other duties assigned by supervisor in-charge.

Qualification Requirements:

Graduation from an accredited college or university with an Associate of Arts degree in Computer Science, Information Technology, or any related field, plus 2 to 3 years of relevant work experience.

Salary:

A Salary range from $19,000- $21,000 per annum depending upon the qualifications of the applicant.

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

Department of TC&I **Office of Personnel**

P.O.Box Ps-2
P.O. Box PS-35

Palikir, Pohnpei FM 96941 Palikir, Pohnpei FM 96941

Email: pmu@tci.gov.fm
Email: personnel@personnel.gov.fm

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THE FSM AN EQUAL OPPORTUNITY EMPLOYER