Finance & Administrative Assistant (FSM Department of Transportation, Communications & Infrastructure (DTC&I)) [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill the position of for the FSM National Government at th**e** Department of Transportation, Communications & Infrastructure (TC&I). This position will be based in **Chuuk** and will support the Project Management Unit (PMU) – Project Management Office (PMO).

Duties & Responsibilities:

Responsible for overseeing the financial operation of the Department; Prepare monthly Quarterly and Annual Financial Report; Review monthly progress invoices submitted by contractors/ consultants and ensure complete documentation before submission for approval. Review change orders for contract extension and ensure complete documentation before submission for approval; Assist in the procurement of supplies, materials, equipment etc. for the accounting system for the office; Establish material control procedure; Prepare annual budget for the Fiscal Year in consultation with the management for submission to the Budget Review Committee, after approval by IPIC; Attend BRC and legislative hearings related to budget; Perform other related duties as assigned by the Project Manager and / or IPIC.

Qualification Requirements:

Graduation from an accredited college with a BA Degree in

Accounting, Business Administration or related field and/or five (5) years of experience in Finance related work.

Salary: A Salary range from $23,000 to 25,000 per annum depending upon the qualifications of the applicant.

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

Office of Personnel
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 today until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER