

Finance Specialist (Department of Transportation Communication & Infrastructure Program Management Unit – 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 **Finance Specialist** FSM National Government at the Department of Transportation Communication & Infrastructure Program Management Unit – Program Management Office in Yap.

Duties & Responsibilities:

Assist the PMO Manager in day-to-day management and oversight of financial activities and transactions; Assist in the preparation of financial reports; Keep records of project funds and expenditures including tracking Change-Orders, and ensure all project-related financial documentation are well maintained and readily available when required by the PMO Manager; Review project expenditures and ensure that project funds are used in compliance with project documents and government of FSM Finance rules and procedures; Provide necessary financial information as when required for project management decisions as well as project audits; Review annual budgets and project expenditure reports, and notify the PMO Manager if there are any discrepancies or issues; Consolidate financial progress reports submitted by the responsible parties for implementation of project activities; Assists with annual PMO budget preparation;

Attends budget meetings related to PMO budget; Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financials progress reports; Making travel arrangements for PMO Staff attending approved workshops and conferences; Ordering office supplies such as stationery, consumables for office equipment, etc.; Filing of records and reports; Perform other duties as assigned.

Qualification Requirements:

Gradation from an accredited college with a Bachelor's degree or an advanced diploma in accounting/management; At least five years of relevant work experience, preferably in a management, project management or construction setting; Proficiency in the use of computer software applications particularly Microsoft Office applications (Word, Excel, Outlook and PowerPoint), as well as experience with setting up video conferences; Excellent language skills in English (writing, speaking and reading); Very good inter-personal skills.

Salary: A Salary range from \$20,000 to 25,000 per annum depending upon the qualifications of the applicant.

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

**Department of TC&I
Personnel**

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

Palikir, Pohnpei FM 96941
Pohnpei FM 96941

Email: tc@tci.gov.fm

Office of

Palikir,

Email:

personnel@personnel.gov.fm

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

THE FSM AN EQUAL OPPORTUNITY EMPLOYER