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.

Duties & Responsibilities:

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