

Internship Opportunity as a Corporate Services and Research Intern (DoRD_National Seabed Resources Authority)

INTERNSHIP OPPORTUNITY

Corporate Services and Research Intern

The Government of the Federated States of Micronesia (FSM) is seeking a well-qualified individual for an **Internship Opportunity** as a **Corporate Services and Research Intern** within the Department of Resources & Development, assigned to the National Seabed Resources Authority, FSM National Government, located in Palikir, Pohnpei.

Duties & Responsibilities

The Intern will assist the Interim Executive Director and support both administrative, finance and research functions, including: Manage day-to-day office operations, including filing documents, managing inventory/supplies, and handling correspondence; Assist in procurement activities, manage project financial records, prepare utilization certificates, and track expenditure; Organize meetings, workshops, and webinars, take detailed notes, and prepare minutes; Act as a point of contact between researchers, stakeholders, and administrative departments; Assist in conducting literature reviews, gathering data through surveys, interviews, or field work, and performing data entry; Maintain research logbooks, update daily progress, and assist in preparing progress reports (e.g., quarterly) for project coordinators; Assist with the preparation of research

manuscripts, presentations, and reports for workshops, conferences, or dissemination; Assist in data cleaning, coding, and using statistical programs (e.g., SPSS, Excel) or GIS-based applications.

Qualifications Requirement:

Currently enrolled in, or recently graduated from, a college or university in Political Science, Business Administration, or a related field. Practical in-study experience in a university, government, or NGO setting will be an advantage.

Duration:

The Interim Executive Director of the Authority requires the short-term, full-time services of a Corporate Services and Research Intern for a period of three (3) months, from mid March through mid June 2026, inclusive.

Salary

The monthly salary for this internship is \$1,666.66

To Apply

Submit application, resume via email to FSM Personnel office at personnel@personnel.gov.fm and FSM Department of Resource & Development @fsmrd@rd.gov.fm

The Office of Personnel is accepting application and resumes from March 5, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER