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:

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 27, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER