Project Finance & Administrative Assistant (FSM Department of Environment, Climate Change & Emergency Management (DECEM)) Pohnpei [open until filled]

The Government of the Federated States of Micronesian (FSM) seeks well qualified individuals to fill the position of **Project Finance & Administrative Assistant,** FSM National Government at the Department of Environment, Climate Change & Emergency Management.

Duties & Responsibilities:

Report and facilitate advance requests to IUCN for the provision of financial resources, using the Fund Authorization and Certificate Expenditures (FACE) form; Prepare and submit requests for direct payments and reimbursements to IUCN; Responsible for project budget monitoring and revision; Prepare project financial reports and furnish to the project Steering Committee and IUCN, as required; Facilitate, guide and monitor the financial aspects of the national PMU and state-based agencies; Establish and maintain an expense ledger for the Project; Maintain an inventory file to support purchases of all equipment/assets for the Project; Manage all activities of the Project, within the agreed budget, to achieve the expected outputs of the project, in consultation with the DECEM; Update and share financial activities/output/outcome progress with DECEM and IUCN, likely key challenges/risks and proposed way

forward if and when necessary; Facilitate payment and acquittals as per yearly procurement plans for the Project in line with the activities indicated in the Project Annual Work Plans; Liaise with national government departments and State based agencies to ensure adequate financial monitoring and acquittal of advances/payments; Work to continuously improve systems and procedures to enhance internal controls to satisfy audit requirements; Prepare monthly project account reconciliation statements; Document and share records of meetings, decisions and actions, as required. Check and ensure all expenditures of the Project are in accordance with FSM/ IUCN/GEF guidelines; Ensure support is provided in organizing Steering Committee and other relevant events/meetings; Prepare and submit financial reports from the Department of Finance, as required; Submission of payment requests to ensure timely implementation of project activities; Planning and implementation of project activities, monitoring progress against approved work plans and indicators in the results framework and day-to-day management; Managing the organization, work plans, programs and activities, as well as progress and financial reporting to Project Steering Committee and IUCN; Oversee, in cooperation with the national and state technical coordinators, project Monitoring & Evaluation (M&E) activities, as well as Knowledge Management (KM) initiatives; Assist with other Project related activities, where required. These may include planning for meetings, local and national consultations, trips and other project related activities; and assist in ensuring the Project is executed in a timely and appropriate manner.

Qualification Requirements:

Graduation from advanced University with a Bachelor’s degree in management, administration, economics, environment or closely related field or equivalent work experience; At least three (3) years of experience in financial management, preferably working

with the FSM National financial systems; Experience dealing with national experts and international institutions is an added advantage; Exposure to environmental issues or biodiversity desirable, but not required;Be fully computer literate with Microsoft Office Programs;Experience in providing a streamlined financial service role to a project management team, including experience in developing and delivering financial reports; Familiar with financial and procurement process within IUCN; Demonstrated initiative in carrying out his/her duties and ability to work independently to tight deadlines; and Ability to operate standard office equipment and familiarity with principles of accounting and office practices are essential.

Salary: Salary will be determined through negotiation and will be based on the applicant's qualifications and experience.

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

Department of Environment, Climate Change & Emergency Management (DECEM)
P.O. Box PS-69
Palikir, Pohnpei FM 96941
Phone: (691) 320-8815
Email: darla.yatilman@decem.gov.fm

Office of FSM 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 April 17, 2026 until filled.
THE FSM AN EQUAL OPPORTUNITY EMPLOYER