Project Finance & Administrative Officer (FSM DoRD)Pohnpei [open until closed]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill positions of **Project Finance & Administrative Officer** at the Department of Resource and Development, FSM National Government, Palikir, Pohnpei FM 96941.

Objective/Purpose of the Assignment:

Under the guidance and supervision of the Project Manger, the Project Administrative and Finance Officer will serve in a support role for both general administrative and financial accounting support to the project. The finance Officer will work in close cooperation with the finance staff in the Implementing Partner- the Department of Resource and Development, where the PIU is housed, and sub-level responsible parties, particularly the four States of the FSM.

Duties and Responsibilities:

- Assist the project Manager in day-to-day management and oversight of financial activities and transactions;
- Support the PIU in matters related to M&E and knowledge resource management;
- Assist the national Technical Coordinator and State Technical Coordinators on the logistics related to capacity development and knowledge sharing events;
- Assist in the preparation of financial reports;
- Assist with relevant project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) and properly maintain hard and

electronic copies in an efficient and readily accessible filing system, for when required by the Project Board, the IAS Technical Advisory Panel, UNDP, project consultants and other PIU staff;

- Assist with PIU-related administrative and logistical assistance;
- Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project manager;
- Review project expenditures and ensure that project funds are used in compliance with Project documents and government of FSM Finance rules and procedures;
- Validate and certify FACE forms before submission to UNDP;
- Provide necessary financial information as when required for project management decisions;
- Provide necessary financial information during project audit(s);
- Review annual budgets and project expenditure reports, and notify the Project Manger if there are any discrepancies or issues;
- Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;
- Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financials progress reports;
- Perform other duties as assigned.

Qualification Requirement:

A Bachelor degree or an advanced diploma in accounting/financial management; At least five years of relevant work experience, preferably in a project management setting involving multi-lateral/international funding agency. Previous experience with UN project will be a definite asset, as will experience on a project involving natural resources

management and/or sustainable livelihoods; Proficiency in the use of computer software applications particularly MSWord, Excel and PowerPoint, as well as experience with setting up webinars and videoconferences; Excellent language skills in English 9writing, speaking and reading) and in local languages; Very good inter-personal skills.

Salary:

The annual salary is $28,000.00 depending upon qualifications of the applicant.

To apply:

Send application, resume, and other supporting documents to the following addresses:

Department of Resources and Development (R&D)
P.O. Box PS-12
Palikir, Pohnpei FM 96941
Email: fsmrd@rd.gov.
Telephone number: 320-2618/2642

Office of Personnel
P.O. Box PS-12
Palikir, Pohnpei FM 96941
Email:personnel@personnel.gov.fm
Telephone number: 320-5133

The Office of Personnel will be accepting application/resume from **June 02, 2025** until filled.

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