

# **Project Management Office (PMO) Manager (Department of Transportation, Communication & Infrastructure – Project Management Office (PMO) ) Pohnpei [open until filled]**

The Government of the Federated States of Micronesia (FSM) seeks well-qualified individuals to fill the position of **Project Management Office (PMO) Manager** with the FSM National Government, within the Department of Transportation, Communication, and Infrastructure – Project Management Office (DoTC&I-PMO). This position will be based in Pohnpei State.

## **Duties & Responsibilities:**

### **Program Leadership and Office Management**

- Provide overall leadership, management, and direction to the Pohnpei Project Management Office and supervise PMO staff, consultants, and other personnel assigned to the office, including in relation to the Infrastructure Maintenance Fund program.
- Prepare and manage the annual PMO work plan, operating budget, staffing plan, reporting calendar, and implementation priorities.
- Ensure that the PMO operates in accordance with DTC&I policy, Compact requirements, approved procedures, and sound project management practice.
- Establish office systems for document control, file management, risk tracking, schedule management, reporting,

and decision follow-up.

- Advise the Secretary of DTC&I and the Program Management Unit on the performance, needs, constraints, and priorities of the Pohnpei infrastructure portfolio and the Infrastructure Maintenance Fund program within the State.

## **Project Planning and Programming**

- Lead preparation and refinement of project proposals for inclusion in the Annual Implementation Plan and related programming submissions requiring national review or JEMCO concurrence, and support preparation and prioritization of Infrastructure Maintenance Fund programming submissions and maintenance plans for Pohnpei State.
- Use the FSM Infrastructure Development Plan and other approved planning instruments to identify, prioritize, appraise, and sequence projects for implementation in Pohnpei State.
- Ensure that proposed projects are technically sound, financially feasible, sufficiently prepared, and aligned with national and state development priorities.
- Coordinate project readiness activities, including concept development, feasibility work, site data collection, design brief development, cost estimation, land and stakeholder coordination, and implementation planning.
- Prepare annual and multi-year implementation schedules, cash flow forecasts, procurement schedules, maintenance plans, and budget projections for the Pohnpei project portfolio and associated Infrastructure Maintenance Fund activities.

## **Project Management and Delivery Oversight**

- Oversee and manage the full life cycle of all Compact-funded and other assigned infrastructure projects in Pohnpei State, including feasibility, design, procurement,

construction supervision, commissioning, defects management, and closeout, and provide leadership and oversight for implementation of approved Infrastructure Maintenance Fund activities and maintenance work programs within the State.

- Review and manage the performance of consultants, contractors, suppliers, supervising entities, and implementing partners engaged on infrastructure projects in Pohnpei State.
- Monitor project timelines, budgets, physical progress, risks, quality issues, contractual matters, maintenance performance, and key performance indicators and take or recommend corrective action where required.
- Ensure that implementation activities are coordinated with utility providers, regulators, landholders, local communities, and other affected stakeholders as necessary for smooth project execution.
- Attend and lead project meetings, progress reviews, technical coordination sessions, site inspections, and management briefings as required to maintain project momentum and accountability.

### **Procurement and Contract Administration**

- Support procurement planning for consulting services, goods, works, and technical assistance packages and ensure that procurement activities are sequenced in a realistic and implementable manner.
- Review bidding documents, requests for proposals, terms of reference, technical specifications, evaluation documentation, and contract award recommendations in coordination with DTC&I and PMU.
- Assist in contract administration matters including notices, payment certifications, variations, extensions of time, claims coordination, securities, insurances, defects

management, and contract closeout documentation.

- Maintain contract registers, procurement tracking tools, and records of contractual obligations, deliverables, and key dates.
- Identify procurement or contract bottlenecks and escalate issues requiring national-level action, legal review, or management intervention.

## **Compliance, Reporting, and Accountability**

- Ensure compliance with Compact requirements, applicable national laws and regulations, approved project procedures, procurement rules, safeguards obligations, financial management requirements, and all approved procedures applicable to Infrastructure Maintenance Fund programming and expenditure.
- Prepare and submit, in coordination with DTC&I and PMU, annual performance reports, annual financial report inputs, quarterly infrastructure reports, Infrastructure Maintenance Fund progress updates, project status updates, and any other reports required by the National Government, JEMCO, or funding partners.
- Maintain complete, current, and auditable records of project activities, contracts, expenditures, correspondence, approvals, and implementation decisions.
- Support financial reviews, management reviews, audits, and verification exercises by ensuring that required documentation and explanations are available in a timely manner.
- Provide accurate and timely portfolio-level updates to national and state leadership on implementation progress, disbursement status, maintenance performance, risk issues, and corrective actions.

## **Stakeholder Coordination and Communications**

- Serve as the principal project coordination focal point for infrastructure implementation in Pohnpei State between DTC&I, PMU, Pohnpei State Government, implementing agencies, consultants, contractors, and community stakeholders.
- Conduct and support stakeholder consultations during project preparation, design, procurement, implementation, and handover phases.
- Provide periodic project status briefings and updates to national and state leadership and assist with the preparation of communication materials, presentations, and issue notes as required.
- Act as technical advisor or support focal point to relevant state-level planning and implementation coordination bodies, including infrastructure planning and implementation committees or equivalent forums.
- Promote practical problem-solving and timely resolution of institutional, logistical, and community-related issues affecting project delivery.

### **Development Partner, Compact, and Multi-Program Coordination**

- Provide technical support and coordination for Compact-funded infrastructure projects, the Infrastructure Maintenance Fund program, and World Bank, Asian Development Bank, U.S. federal, and other development partner-funded infrastructure projects in Pohnpei State, as assigned by DTC&I.
- Ensure alignment and complementarity between Compact-funded investments, Infrastructure Maintenance Fund activities, and development partner-funded infrastructure activities occurring within the State.
- Coordinate with donor missions, technical support teams, review missions, project consultants, and relevant national and state maintenance stakeholders on

implementation status, documentation, and follow-up actions.

- Assist the National Government in identifying cross-project dependencies, sequencing issues, co-financing opportunities, asset maintenance priorities, and institutional overlaps affecting infrastructure delivery in Pohnpei State.

### **Team Leadership and Capacity Building**

- Supervise, mentor, and guide PMO staff and consultants and promote a disciplined, transparent, and accountable office culture.
- Strengthen local capacity in project management, procurement, contract administration, progress monitoring, reporting, and construction oversight.
- Develop and standardize templates, reporting tools, tracking systems, and working procedures for use within the Pohnpei PMO.
- Identify staffing, training, and systems gaps and recommend measures to strengthen the long-term capability of the office and associated state-level implementation arrangements.

### **Qualification Requirements:**

Graduation from an accredited college or University with a bachelor's degree in Civil or Structural Engineering from an accredited institution. A minimum of five to seven years of progressively responsible experience in infrastructure project management, including supervision of design, procurement, construction, and contract administration activities. Demonstrated experience in public sector infrastructure programs and donor-funded or grant-funded projects is highly desirable. Demonstrated experience coordinating multiple stakeholders, including government agencies, consultants, contractors,

communities, and funding partners. Strong knowledge of project planning, budgeting, procurement, contract administration, financial oversight, and performance reporting requirements. Strong written and verbal communication skills in English. Proficiency in Microsoft Office and practical familiarity with project scheduling and project controls tools. Ability to manage a multidisciplinary project portfolio and to work effectively in a geographically dispersed implementation environment. Ability to identify risks early, prioritize actions, and maintain disciplined follow-through on implementation matters.

**Salary:** A Salary range from \$140,000 per 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

PS-35

Palikir, Pohnpei FM 96941

96941

Email: [tci@tci.gov.fm](mailto:tci@tci.gov.fm)

Email: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

**Office of Personnel**

P.O. Box

Palikir, Pohnpei FM

The Office of Personnel will be accepting application/resume from today April 27, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER