# 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.

1.0 Introduction

The Federated States of Micronesia is implementing an expanding portfolio of infrastructure investments across the transport, maritime, aviation, roads, public buildings, utilities, climate resilience, and related sectors. Many of these projects are financed through the U.S. Compact of Free Association and other external funding arrangements and require disciplined project preparation, procurement, implementation oversight, contract administration, and reporting at both national and state levels. In addition to capital infrastructure projects, the Compact framework also includes the Infrastructure Maintenance Fund (IMF) program, which requires structured planning, programming, monitoring, reporting, and coordination to ensure that maintenance resources are used effectively to protect public assets and sustain serviceability over time.

The Department of Transportation, Communications and Infrastructure, through the Program Management Unit, is responsible for national coordination of Compact infrastructure programming and for supporting compliant and effective delivery of major infrastructure projects. Within this framework, the Pohnpei Project Management Office serves as the principal state-level implementation and coordination mechanism for Compact-funded and other externally financed infrastructure projects in Pohnpei State and shall also provide leadership and oversight for implementation of the Infrastructure Maintenance Fund program under the Compact within the State, in coordination with national systems and approved maintenance programming arrangements.

To strengthen execution, fiduciary discipline, stakeholder coordination, and performance reporting of infrastructure projects in the State, the Department seeks to engage a qualified Head of the Project Management Office. The position is intended to provide strategic leadership, technical and commercial oversight, day-to-day delivery management, and high-level coordination between the National Government, Pohnpei State Government, consultants, contractors, communities, and development partners, while also ensuring effective planning and oversight of the Infrastructure Maintenance Fund program under the Compact.

The position shall be based in Pohnpei State and shall report to DTC&I, while being guided by the Program Management Unit Program Director, relevant national agencies, Pohnpei State authorities, the Office of Compact Management, the Department of Finance and Administration, and development partners involved in infrastructure delivery and maintenance programming.

## 2.0 Background

The Federated States of Micronesia comprises four states dispersed across a vast area of the North Pacific. This geographic dispersion creates unusual infrastructure management challenges, including high mobilization costs, remoteness of project sites, fragmented logistics chains, limited contractor markets, weather and climate vulnerability, and the need for close coordination between national institutions and state-level implementing entities. In Pohnpei State, these challenges are compounded by the importance of protecting strategic transport, public service, and community assets while maintaining continuity of works in difficult operational conditions.

The Department of Transportation, Communications and Infrastructure is responsible for coordinating the national infrastructure development program and for supporting implementation of infrastructure projects financed under the Compact of Free Association and other external assistance frameworks. Infrastructure projects are programmed through the Infrastructure Development Plan and the Annual Implementation Plan and are subject to Compact governance, financial management, procurement, and reporting requirements. The Program Management Unit within DTC&I provides national-level coordination, systems oversight, reporting support, and implementation guidance. The Compact framework also provides for maintenance-related funding through the Infrastructure Maintenance Fund program, which requires disciplined prioritization, programming, documentation, and monitoring to ensure that completed and existing public infrastructure assets remain functional and serviceable.

To strengthen state-level implementation and improve oversight of projects in Pohnpei State, DTC&I has established a dedicated Pohnpei Project Management Office. The Pohnpei PMO is intended to function as the principal delivery, coordination, and project control office for infrastructure projects within the State,

while remaining fully aligned with national systems, Compact requirements, approved budgets, and reporting obligations. The office is expected to lead state-level project planning, implementation management, contract administration support, progress monitoring, stakeholder communication, and risk escalation in relation to all infrastructure projects assigned to it, and to provide leadership, programming oversight, and performance monitoring for Infrastructure Maintenance Fund activities undertaken in Pohnpei State.

The Head of the Pohnpei PMO is therefore required to provide strong leadership over the office and to ensure that infrastructure projects and Infrastructure Maintenance Fund activities in Pohnpei State are properly planned, appraised, programmed, procured, implemented, supervised, documented, monitored, and reported. The role requires the ability to work across technical, commercial, fiduciary, and institutional boundaries and to translate national policy and Compact compliance requirements into disciplined project delivery and infrastructure maintenance management at state level.

## 3.0 Objectives of Assignment

The purpose of the position is to provide strategic leadership, technical oversight, implementation control, and institutional management for the Pohnpei Project Management Office so as to ensure effective planning, procurement, delivery, monitoring, compliance, and reporting of Compact-funded and other externally financed infrastructure projects in Pohnpei State, together with leadership and oversight of the Infrastructure Maintenance Fund program under the Compact as it applies within the State. Sub-objectives of the assignment include:

- Ensuring that infrastructure projects and Infrastructure Maintenance Fund activities in Pohnpei State are aligned

with the Infrastructure Development Plan, Annual Implementation Plan, approved funding allocations, maintenance priorities, and national and state priorities;
- Providing high-level project and program management support across the full project life cycle, from concept development and readiness through design, procurement, construction, commissioning, defects management, maintenance planning, and closeout;
- Strengthening project control, maintenance programming, contract administration, reporting, record-keeping, and fiduciary practices within the Pohnpei PMO;
- Improving coordination between DTC&I, the Program Management Unit, Pohnpei State Government, implementing agencies, communities, consultants, contractors, maintenance personnel, and development partners;
- Ensuring timely identification and escalation of delivery constraints, maintenance backlogs, contract risks, safeguards issues, financial bottlenecks, and institutional obstacles affecting project execution and asset upkeep;
- Building sustainable local capacity in project management, maintenance planning, procurement, construction oversight, contract management, and performance reporting within the Pohnpei PMO and related state-level institutions.

## 4.0 Key Tasks and Duties

### 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(Quarterly and Monthly Reports), 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 through 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 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 as guided by DTCI through the Project Management Unit.
- Identify staffing, training, and systems gaps and recommend measures to strengthen the long-term capability of the office and associated state-level implementation arrangements.

5.0 Mandatory Skills, Knowledge, and Competencies

Qualifications

- A bachelor’s degree in Civil or Structural Engineering from an accredited institution.

Experience

- A minimum of 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.

Skills

- 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.

NB: Any element of Conflict of Interest, “real or apparent” presented by a candidate, will disqualify the candidate for consideration for the position.

6.0 Desirable Skills, Knowledge, and Competencies

Qualifications

- A postgraduate qualification in Engineering, Construction Management, Project Management, Infrastructure Management, or a related field would be an advantage.
- Professional licensure as a Professional Engineer in Civil or Structural Engineering

Experience

- Previous experience as a Program Manager, Project Manager, PMO Head, Resident Engineer, or similar leadership role in a government infrastructure or public works agency.
- Experience working in FSM or the wider Pacific region.
- Experience with Compact-funded infrastructure, World Bank, Asian Development Bank, or other externally financed project delivery systems.
- Experience in climate-resilient infrastructure, island logistics management, and community-facing project delivery would be beneficial.

Skills

- Strong leadership and staff development ability.
- Good negotiation and stakeholder management skills.
- Ability to present concise management briefings and produce high-quality analytical reports.
- Commitment to transparency, respectability, ethics, accountability, and orderly public sector administration.

7.0 Duration

The position shall be for an initial period of one year and may be renewed subject to satisfactory performance, continued operational need, availability of funding, and approval by the Government.

The engagement shall be on a full-time basis under a special service or equivalent contract arrangement determined by the Department.

8.0 Duty Station and Travel

The position shall be based in Pohnpei State. Regular travel within Pohnpei State and periodic travel to other locations in FSM may be required in connection with project meetings, inspections, coordination activities, training, and reporting obligations.

The position is expected to be office- and field-based and shall not be treated as a remote assignment.

9.0 Reporting Requirements

The Head of the Pohnpei Project Management Office shall report to the Program Director of the PMU. The postholder shall be guided by the Program Management Unit and shall be responsible for maintaining timely communication with national leadership, state authorities, oversight bodies, and funding partners on matters relating to assigned infrastructure projects and the Infrastructure Maintenance Fund program in Pohnpei State.

The Head of the Pohnpei PMO shall be responsible for timely preparation and submission of such reports, briefs, implementation updates, maintenance program updates, risk summaries, quarterly reports, annual reports, procurement updates, and other deliverables as may be required by DTC&I, the Program Management Unit, the National Government, JEMCO processes, and relevant development partners.

10.0 Performance Evaluation

Performance shall be evaluated annually by the Secretary of DTC&I, prepared by the Program Director, Program Management Unit

and other authorized stakeholders, having regard to matters including:

- Timeliness and quality of project programming inputs, reports, and submissions;
- Project implementation progress, disbursement performance, and effectiveness of issue resolution;
- Compliance with procurement, financial management, safeguards, and reporting requirements;
- Quality of coordination with national and state stakeholders, consultants, contractors, and development partners;
- Strengthening of PMO systems, staff performance, and institutional capacity within the office.
- Professionalism and Ethics;

11.0 Authority and Accountability

The Head of the PMO is authorized to coordinate directly with State agencies, contractors, consultants, communities, and development partners on matters related to assigned infrastructure projects in Pohnpei State.

All major contractual, financial, procurement, and policy decisions shall remain subject to the authority and approval of DTC&I and the National Government in accordance with applicable laws, regulations, and approved procedures.

**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** **Office of Personnel**
P.O.Box Ps-2 P.O. Box PS-35

Palikir, Pohnpei FM 96941 Palikir, Pohnpei FM 96941
Email: tci@tci.gov.fm
Email:personnel@personnel.gov.fm

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

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