Renewable Energy Development Project (REDP) Assistant (FSM DoRD)Kosrae [open until filled]

The Federated States of Micronesia (FSM) Government is seeking well-qualified individuals for the position of **Renewable Energy Development Project (REDP) Assistant**. This position is stationed in Kosrae State within the Division of Energy, under the Department of Resource & Development (DR&D), FSM National Government, located in Palikir, Pohnpei, FM 96941.

Objective/Purpose of the Assignment:
The REDP Project Assistant – Kosrae will provide support to the Asian Development Bank Renewable Energy Development Project (REDP) to assist in effective and timely project implementation. The REDP Project Management Unit (PMU) sits within the FSM Department of Resources and Development Energy Division (DoRD) in Palikir, Pohnpei, and is headed by a National Coordinator, who reports to the Assistant Secretary for Energy. The PA will be based in Kosrae and will work directly with and report to the NC on identified actions and assignments to be undertaken. The PA role should be familiar with key stakeholders in the energy sector in the State, have good communication skills and be able to provide complete and comprehensive reports on a regular basis and as requested. Some travel may be required.

Duties & Responsibilities:
Assist the FSM Department of Resources and Development (DoRD) in implementing FSM REDP including:
a) Proactively contribute to day-to-day project implementation and ensure conformity to expected results and project work-

plans;
b) Maintain project correspondence and communication;
c) Collect, register and maintain all information on project activities;
d) Advise on in-state progress, issues and safeguards covenants;
e) Contribute to the preparation of progress reports;
f) Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities;
g) Undertake meetings with key stakeholders and provide minutes from the meetings; h) Provide support to international consultants in the implementation of their tasks for the achievement of project results;
i) Assist in logistical organization of meetings, training and workshops;
j) Assist in the preparation of workshops, trainings and other capacity building exercises to facilitate development of gender strategies;
k) Assist the REDP NC in the development and implementation of a Stakeholder Engagement Strategy;
l) Support and participate in REDP site visits;
m) Participate in trainings and workshops to develop professional capacity; n) Assist and provide inputs to ADB missions;
o) Assist the DoRD to prepare project audit reports;
p) Assist the DoRD to prepare periodic progress reports and safeguard monitoring reports, as well as the project completion report as required by ADB; and
q) Other duties as assigned.

Required Qualifications, Skills and Experience :
1. Graduate from an accredited College or University with a Bachelor’s degree in sustainable development, economics, international relations, engineering, or political science is

preferred.
2. Appropriate qualifications and/or experience in Project Administration, Stakeholder Engagement and Report Drafting;
3. At least two (2) years' work experience in a relevant area;
4. Demonstrated project administration and financial reporting experience and organizational capacity;
5. Previous experience/familiarity with ADB (or other donors) would be an asset;
6. Previous experience/familiarity with renewable energy initiatives would be an asset;
7. Good analytical skills, good interpersonal and communication skills, good computer skills;
8. Fluent in English, fluency in local FSM major language.

Salary:
The annual salary is $20,800 per annum, depending upon the qualifications of the applicant.

To Apply:
Submit application, resume via mail or email to the following addresses: Department of Resources & Development
P.O. Box PS-12 Palikir, Pohnpei FM 96941
Email: dhenry@rd.gov.fm Office of

FSM Personnel Office
P.O. Box PS-35 Palikir, Pohnpei FM 96941
Email: personnel@personnel.gov.fm

The office of Personnel will be accepting application/resume from May 29, 2025 until filled.

THE FSM IS AN EQUAL OPPORTUNITY EMPLOYER