



P.O. Box PS-35
Palikir, Pohnpei, FM 96941
Tel: (691) 320-2618/2642

Office of the Director

FSM Personnel Office

email: personnel@personnel.gov.fm

EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill position of **Financial Management Specialist** in the Department of Education, FSM National Government, Palikir, Pohnpei FM 96941.

The Position: Carry out day-to-day implementation activities in specified areas/functions to support and facilitate project implementation by project institutions, teams or committees; manage State-level specific project implementation activities, including finance and accounting, procurement, report preparation, project performance monitoring system, simplified environmental screening and management checklist, and preparation and submission of disbursement claims; prepare supporting State-level documents for replenishment of Imprest account, financial statements, and arrangement of the annual audit report in close consultation with State-level DOFA officials and submits to TDPM; monitor and report State-level Project progress and performance including midterm and project completion report; and ensure collection of sex-disaggregated data and training of project staff; perform other duties and Tasks as may be assigned by the Secretary of Education, National Project Director, State Project Directors, or TDPM.

The Incumbent: Graduated from an accredited college or university with a Bachelor's degree in accounting or business administration or relevant field plus at least eight (8) years of working experience in project financial management, account keeping, disbursement, and reimbursement. Prior experience of working in an ADB Project is a plus.

Benefits: The annual salary is \$24,000.00 depending upon the qualifications of the applicant.

To apply: Send resume, application by email or fax to the following addresses:

Department of Education
Federated States of Micronesia
P.O. Box PS-85
Palikir, Pohnpei FM 96941
Phone: (691) 320-2609/2647
Email: marlynn.halbert@national.doe.fm

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FSM National Government
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The Office of Personnel will be accepting application/resume from August 26, 2020 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER