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Office of the Director

FSM Personnel Office

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VACANCY ANNOUNCEMENT IQBE Administrative Assistant (National) FSM Department of Education

The Position: The Administrative Assistant (AA) will support the National Department of Education and State Departments of Education to coordinate all administrative tasks and assist in all procurement related activities including procurement of goods and services under the IQBE project. The AA will be expected to be available for regular inputs over the life of the project to assure smooth functioning of the IQBE project in each state and at the national level.

Key responsibilities include:

- i. Collect, file, and assist with all paperwork and processing for procurement, progress reporting, and other project functions.
- ii. Assist in implementation of a procurement system, in compliance with ADB's procurement guidelines.
- iii. Assist with the preparation and timely submission of procurement related updates to the NDOE as well to ADB in the agreed format.
- iv. Keep inventory of project supplies and equipment.
- v. Manage the central filing system for all project compliance-related tasks, such as no-objection communication with ADB and requests for audits.
- vi. Collect all bi-weekly reports and timesheets and submit for approval from the PD.
- vii. Input all project consultants' hours in the NDOE timesheet for submission.
- viii. Take minutes of all project related meetings, including of the Project Steering Committee and PIU.
- ix. Perform other duties and tasks as advised by the Project Director and PIU.

Qualifications: Minimum of an Associate's degree or higher is preferred. At least 5 years of working experience in administrative activities, financial management, disbursements, and reimbursement. Prior experience with an ADB project is a plus.

Location and Term of Assignment: The Administrative Assistant will be based at the FSM Department of Education for the duration of the assignment. This is a full-time assignment with a duration of 18 months, from August 2022 to January 2024.

Benefits: The annual salary is \$18,200 depending upon qualification and experience of the applicant.

To apply: Register on the ADB Consultant Management System at www.cms.adb.org then upload a Curriculum Vitae and Expression of Interest. Deadline to submit CV and EOI through ADB CMS is July 25, 2022.

For further clarifications, please contact Marlynn Halbert at marlynn.halbert@national.doe.fm or 320-2609/2647.