



Office of the President

FSM Personnel Office EMPLOYMENT OPPORTUNITY

P.O. Box PS-35
Palikir, Pohnpei FM 96941

Ph: (691) 320-2618/2642 Fax: (691) 320-8836

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Project Accountant** in the Department of Environment, Climate Change and Emergency Management (DECEM) with the FSM National Government.

The Position: Preparation of annual and quarterly budgets, annual requests for fund branches, annual procurement plan & annual financial reports with all supporting documents ready for review and audit; Procure goods and services required by the project to support the implementation of the project at national, state and outer island levels; Preparation of all supporting documents and required forms to facilitate procurement and payment for services, works and goods required by the project activities including following up on payments, and delivery of goods services and works-related deliverables; Monitoring of project fund spending and ensuring that all State and outer island spending are in line with the approve work plan and budget; Liaise with suppliers of goods and services to source quotes; Support and respond to financial audits and reviews for the project and ensures al relevant reports and documents are available for audits; Support administration and logistical requirements to enable delivery and implementation of activities in close collaboration with the Project management and project shall at State and Out Island levels; Ensure compliance with the laws; policies, systems and procedures of the Government of FSM as well as of the Adaptation Fund and SPREP in relation to the procurement of goods and services and sourcing of consultancies and contractors to the deliver the activities of the project; Ensure all project documents and files are kept and maintained for project audit and reviews.

The Incumbent: Graduation from an accredited college or university with a degree in accounting or related field plus (5) years of work experience in accounting with two (2) years in governmental accounting.

Benefits: A Salary of \$18,000.00 per annum, travel and relocation will be provided if applicable.

To Apply: Submit resume or application by mail, fax or e-mail to this address;

Office of Personnel
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Phone: 320-2618/2642

Department of Environment, Climate Change and Emergency Management (DECEM)-
P.O. Box PS-69
Palikir, Pohnpei FM 96941
Phone: (691) 320-8815
Fax: (691) 320-8936
Email: richard.moufa@gov.fm

The Office of Personnel will be accepting application/resume from **September 26, 2018 until filled.**

THE FSM AN EQUAL OPPORTUNITY EMPLOYER