

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

The Government of the Federated States of Micronesia (FSM) seeks well qualified individual to fill four (4) positions of **State Climate Change Officer** based in each FSM's four states under the Department of Environment, Climate Change & Emergency Management (DECCEM), FSM National Government, Palikir, Pohnpei FM 96941.

Overview of the Project:

The project titled, "National Adaptation Planning in the FSM (FSM NAP) Project", is a three year project funded by the Green Climate Fund (GCF) through the Secretariat of the Pacific Regional Environment Programme (SPREP), and executed by the Department of Environment, Climate Change, and Emergency Management. This project aims to developing an overarching National Adaptation Plan (NAP) through a comprehensive consultative adaptation planning process, evidence base and climate finance investment plan for adaptation including developing potential draft project /programme concept notes which, once approved for funding, will deliver on-ground action under the FSM NAP.

Duties and Responsibilities:

State Climate Change Officers will be responsible for the day-to-day coordination of activities under the NAP project at State level. Duties will include amongst others:

- a) Support the organization of meetings, workshops, consultations in relation to the relevant activities of the project;
- b) Liaise with all stakeholders including State departments, NGOs, private sector, municipalities and communities about the project, garner their support for the implementation of the project's activities and solicit their views and knowledge to inform the detailed design and implementation of activities;
- c) Support the implementation of the communication and visibility plan in across State stakeholders including outer islands in collaboration with outer islands municipalities.
- d) Support administration and logistical requirements to enable delivery and implementation of activities by working in close collaboration with the Project Management Unit;
- e) Prepare all supporting documents to facilitate procurement and payment for goods and services required to support the implementation of activities of the project;
- f) Ensure compliance with the laws, policies, systems and procedures of the State and National Government;
- g) Ensure all project documents and files pertaining to all four states activities are kept and maintained for project audit and reviews.

-Reporting Obligations

The State Climate Change Officer is responsible and reports directly to the Project Manager.

The State Climate Change Officer's key deliverables are listed below:

- (1) Draft an Annual performance based work plan and budget in relation to the key activities outlined for the first year of the project for review and approval by the Project Manager;

- (2) Draft a Monitoring and evaluation for the first year in relation to item (1) above for approval by Project Manager;
- (3) Draft and submit quarterly and progress report on activities undertaken to facilitate the implementation of activities of the project for review and approval;
- (4) Prepare and submit an annual performance appraisal plan and a self-appraised report for review and approval by Project Manager.
- (5) Provide Meeting Minutes for all relevant Project meetings at the state level.

Qualification Requirements:

- a) He/she should have a Bachelor's Degree in Climate Change, Environment or a related field.
- b) A minimum of a Diploma in business management or similar discipline (Essential)
- c) A minimum of 3 years of experience in financial and administration roles, or project coordination roles (Essential)
- d) Experience in working in close coordination with a team not limited to Government officials, development partners, and other stakeholders (Essential)
- e) Very good oral and written communication skills in English and (insert State) Language (Essential);
- f) Very good report writing skills, good time management and realistic approach to deadlines (Essential)
- g) Very good computer skills (Essential)
- h) Client focus and commitment to results, with an ability to work independently (Desirable)
- i) Demonstrated experience and understanding of the State Government's systems, processes, procedures and laws relevant to the project and its activities (Desirable)

Salary:

The remuneration package for the position comprised of annual salary of \$25,440 per annum and include all the applicable taxes.

To apply:

Send application, resume, and other supporting documents to the following addresses:

**Department of Environment, Climate Change
& Emergency Management (DECEM)**

P.O. Box PS-69
Palikir, Pohnpei FM 96941
Phone: (691) 320-8812/8815
Email: lu.overoff@gmail.com

Office of Personnel, FSM

P.O. Box PS-35
Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642
Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from **May 8, 2024** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER