



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](mailto:personnel@personnel.gov.fm)

### EMPLOYMENT OPPORTUNITY

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

**The Position:** Implement project current work plan, in collaboration with the management team; maintain tracking system for all project tasks; coordinate and maintain communication with state contracts and school teams in each of the four States; support project staff and partners in meeting timelines, using project templates, and following established procedures; support project evaluation activities; draft monthly and annual reports to OSEP with Project Director; communication information to project partners, advisory groups, and others as needed; manage day to day activities of project; plan participate in project meetings with OSEP Project Officer, and Project Management Team.

**The Incumbent:** Graduation from accredited college or university with a Bachelor's degree in Education (M.ED.) or related field is required for this position. At least 3 years of work experience in project management, coordination and skills, as well as good organization and interpersonal skills. The Candidate must be able to track and manage details and have a strong ability to coordinate multiple tasks.

**Benefits:** A salary range from \$17,500.00 but not to exceed \$19,500.00 per annum depending upon the qualification of the applicant. Housing travel and relocation will be provided if applicable.

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

Department of Education/SPED  
Federated States of Micronesia  
P.O. Box PS-87  
Palikir, Pohnpei FM 96941  
Phone: (691) 320-2609/2647  
Email: [adurablert7@gmail.com](mailto:adurablert7@gmail.com)

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FSM National Government  
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The Office of Personnel will be accepting application/resume from February 7, 2022 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER