



**FEDERATED STATES OF MICRONESIA**  
**National Archives, Culture and Historic Preservation**

**P. O. BOX PS 175**  
**Palikir, Pohnpei FM 96941**

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**PUBLIC NOTICE**

This is to announce to the general public that the FSM National Archives, Culture and Historic Preservation Office is soliciting applications from interested individuals for a Grant System Analyst. The amount of this project is US \$ 30,000.00.

If you are interested, you can submit an application and resume at:

FSM National Archives, Culture & Historic Preservation Office  
P. O. Box PS 175  
Palikir, Pohnpei FM 96941

All interested individuals will need to send the above address the application and resume no later than August 30, 2019 at 5 o'clock pm This is a 1 year contract. Must have a BA Degree in computer science and 5 years experience in computer and financial reporting.

**Duties & Responsibilities:**

- Analyzing the various U.S. NPS (National Park Service) reporting systems on-line to determine the information required to complete quarterly and annual grant applications and End of the Year Reports as required by the US National Park Service.
- After the performing an analysis on the systems, he/she will work with staff to understand the challenges with the systems and provide solutions.
- He/she should have a professional computer skills and will provide solutions and trainings to FSM National HPO staff and FSM State HPO staff.
- He/she will train staff on NPS sites and assist with systems associated with grant application and End of the Year reporting.
- Develop a guideline/procedure with step by step instructions on how to apply for NPS grants and how to complete the End of the Year Report.
- And other reports required by NPS and US Government.

For more information, please call telephone number (691) 320-2343/6922 or email address: kusgoose@gmail.com.

All applications shall be received no later than Friday, August 30, 2019, at 5 o'clock p.m.