



FEDERATED STATES OF MICRONESIA

Office of National Archives, Culture & Historic Preservation

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Position Announcement:

U.S. National Park Service Historic Preservation Funds Grants Manager, FSM Office of National Archives, Culture, and Historic Preservation (FSM NACH) Palikir, Pohnpei, FSM

The **FSM Office of National Archives, Culture, and Historic Preservation** is seeking any interested individuals for the position of U.S. National Park Service Historic Preservation Funds Grants Manager (HPF GM) a Federally funded position for one year (pending Federal funding and with possible extension) and requires compliance with all applicable Federal, State, and local laws, rules and regulations. The salary range is USD \$14-16,000, depending on experience and application.

Major Tasks: The HPF GM reports to the Historic Preservation Officer. This position is responsible for management and administration of the HPF program in the Federated States of Micronesia. The HPF GM is responsible for all of the annual compiling and submission of the Annual Grant Application (AGA) on grant.gov system, End of Year Reports (EOYRs), HPF on-line and daily work on HPF grant fund including setting up ledgers for HPF grant funds, posting/typing/assigning control number to Ms/TAs/contracts/Requisitions/POs, and creating templates and general maintenance of records for HPF related programs, activities, and projects.

The HPF GM works with relevant offices in ensuring all financial records are properly documented and in compliance with NPS requirements, regulations, policies as well as State laws, regulations, policies, etc. Grants manager assists with the preparation of the HPF grant applications, End of the Year's Performance Reports, quarterly reports, projects and grants extension requests, grant amendments, and etc as mandated and required by the NATIONAL PARK SERVICE. Grants Manager also maintains records of HPF funded assets, programs, staff, activities, projects and etc. Does all related duties as assigned. All final products must meet the applicable Secretary of Interior Standards. Major deadlines include, but are not limited to, submitting quarterly reports for NACH, Grants Manager, and other Professional Staff who meet the 36 CFR 61 Standards on March 31, June 30, September 30, FY Grant Application due April 30 to NPS, and EOY on November 30.

Minimum requirements: meets the Professional qualification standards 36 CFR 61, has at least four (4) years experience in accounting and other related experience, English language fluency and proficiency, familiarity with NPS and FSM policies and procedures, demonstrated ability to organized, be organized, work independently, complete paperwork/meet deadlines/requirements earlier than deadlines, ability to create templates, type emails and other documents efficiently, and has some education in accounting and book keeping. This position requires a highly organized person, including keeping track of documents, emails, and email content. Due to the nature of the work and interaction with the National Park Service (NPS), proficiency and clarity in English speaking, writing, listening, and understanding is required. Identify three (3) professional references in application.

Submit a cover letter, resume, and templates with budget to the FSM National State Personnel Office.

The selection process is to review the information (cover letter, resume, and templates) provided by all job applicants to determine which applicants meet the minimum qualifications as stated in the job posting. No further consideration will be given to those who do not follow instructions or meet the minimum qualifications.

The deadline to apply for this position is **August 17, 2021**. Late submissions will not be accepted nor reviewed. The FSM National Personnel Office and NACH retain the right to reject any and all applications or waive any