



Announcement No: POC-015-23
Opening Date: 4/04/2023
Closing Date: Until Filled

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

EMPLOYMENT OPPORTUNITY

The Federated States of Micronesia (FSM), the Office of National Archives, Culture and Historic Preservation seeks an Historic Preservation Fund (HPF) Grant Manager.

The Position: The incumbent will manage HPF grants the FSM NACH receives from the United States, National Park Service including:

- Ensure FSM NACH's compliance with all agreements and requirements for reporting (including but not limited to 2 CFR 200, FSM Financial Management Regulations, State regulations).
- Prepares of reimbursement requests (SF-270) and payments.
- Coordinates with State HPOs, organizing, and completing annual and competitive grant applications submissions as well as End of the Year Reporting (EOYR).
- Maintains weekly communication between State and National HPOs to keep all the staff informed about upcoming deadlines and deliverables, thereby, ensuring smooth completion of work responsibilities in a timely manner.
- Keep ledgers for HPF funds updated for every expense and payment.
- Informs the Financial Management Specialist to prepare payment requests.
- Informs the Administrative Officer to prepare contracts.
- Prepares advice of allotments and reprogram requests (as approved by NPS).
- Oversees the job of invoicing, accounting, reporting and other administrative functions to ensure a successful executive of the grant process.
- Prepares financial and budget plans with the National Historic Preservation Officer.
- Monitors paperwork and other related documents connected to with HPF Grants.
- Maintains record of all payments and receivables and prepares monthly records for all related activities in digital format.
- Responsible for maintaining (adding and updating entries as completed or canceled, HPF online. Ensures all financial records are properly documented and in compliance with NPS requirements, regulations, policies as well as National and State Laws, regulations and policies.

The Incumbent: Bachelor's Degree in business administration, accounting or related field plus four (4) years of work experience in accounting or related field. Knowledge in National Park Services and FSM policies and procedures, proficient knowledge of Google Drive and Excel Spreadsheets is required.

Benefits: A salary \$22,700.00 per annum depending upon the qualification of the applicant. Housing, travel and relocation will be provided if applicable.

To Apply: Submit applications/resumes by mail or email to the following addresses:

Office of Personnel, FSM
P.O. Box PS-35
FSM National Government
Palikir, Pohnpei FM 96941
Email: personnel@personnel.gov.fm

National Archives, Culture & Historic Preservation
P.O. Box PS-175
FSM National Government
Palikir, Pohnpei FM 96941
Email: hpo@mail.fm/nach@nach.gov.fm

The Office of Personnel will be accepting applications/resumes from April 04, 2023 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER