

Employment Opportunity

The Joint Committee on Compact Review and Planning (JCRP) seeks well qualified individual to fill the position of Executive Director for JCRP.

Duties and Responsibilities of Executive Director:

- 1) Direct and supervise staff of the Secretariat, including all hired professionals.
- 2) Take charge of the Office of the Secretariat, the furniture and fixtures, equipment, documents and supplies.
- 3) Hire staff and officer of the Secretariat.
- 4) Develop an annual interim budget and a Budget request for approval by JCRP and transmission to the FSM President.
- 5) Manage and execute the JCRP approved budgets in accordance with law and generally accepted practices.
- 6) Provide all administrative and logistical support to the JCRP.
- 7) Prepare all required and requested financial reports and other reports to the President, and Congress.
- 8) Coordinate and liaise with State and National agencies on the collection of information and technical input necessary for carrying out the mandate of the JCRP.
- 9) Prepare periodic reports to each regular session of Congress, the President and State Leaderships on the progress and developments of JCRP.
- 10) Produce summary minutes of all JCRP meetings for review and approval of JCRP.
- 11) Other duties as assigned by the JCRP committee

Benefits:

- 1) Salary range from \$27,000.00 but not to exceed \$35,000.00 per annum and experience of the applicant. Housing, travel and relocation will be provided if applicable.

To apply, please contact:

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The JCRP will be accepting applicant's resume from July 12, 2017 until August 11, 2017.