



FEDERATED STATES OF MICRONESIA NATIONAL GOVERNMENT



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1. **Post Title:** Technical Accounting Assistant to the National Authorizing Officer
 2. **Duration:** Twelve (12) months. The position may be extended for a further period, subject to funding and satisfactory performance.
 3. **Location, Country:** Federated States of Micronesia (FSM)
 4. **Expected starting date:** March 28, 2010
 5. **Closing date to apply:** March 1, 2010
 6. **Salary:** Commensurate with qualifications
 7. **Host Agency/ Institute:** Office of Statistics, Budget & Economic Management, Overseas Development Assistance and Compact Management (SBOC) /Office of the National Authorizing Officer
 8. **General Description:** This position supports the Director of SBOC in his role as National Authorizing Officer (NAO) for all EU Development Assistance in the FSM. The primary responsibility of the Accounting Assistant to the NAO is to ensure smooth implementation and coordination of the National Indicative Programme (NIP), effective financial management and oversight of European Development Fund (EDF) programs in FSM, accounting and bookkeeping related to the EDF9 program and EDF10 Technical Cooperation Facility, ensure proper handling of payments and expenditures, produce closure reports and request for payments into the national program estimates related to NAO work and, in general, to promote and enhance development cooperation between the FSM and the European Union. The Account Assistant assists the NAO to establish and maintain a secretariat office that will undertake and coordinate all of the financial and administrative activities relating to the NAOs' responsibilities as outlined in Article 35, Annex IV of the Cotonou Agreement.
 9. **Duties:** The Technical Accounting Assistant to the NAO is accountable to the National Authorizing Officer for the management of all EDF resources and budget and specifically, for:
 - The day-to-day administration of expenditures and payment under the NIP;
 - Monitoring rates of project implementation and performance against individual Finance Agreements, logframes, CRIS and through regular contact with implementing agencies;
 - Initiating payments and mobilizing contracts and consultants as needed;
 - Assist implementing agencies establish appropriate administrative capacity to ensure the efficient delivery of the NIP;
 - Preparing and verifying payment orders and monitoring of project financing;
 - Monitoring progress, promote and facilitate implementation of Regional Indicative Programmes in FSM;
 - Coordinating and work with other National and State Government Budget and Finance Departments to ensure proper documentation, accounting protocols and financial control;
 - Ensuring proper handling of works, supply and service contracts and preparing payments, addenda, riders, etc. consistent with EDF rules and procedures;
 - Writing press releases for the Office of the NAO and its related actions and generally creating greater awareness of EU-funded programmes through various means;
 - Providing project managers advice on the implementation of projects in accordance with the terms and conditions of the Financing Agreement and EDF rules and procedures;
 - Preparing programme estimates, progress reports and contribute to the Joint Annual Report and Mid and End of Term Reports;
 - Preparing and verifying payment orders and monitoring of project financing;

- Maintaining constructive relations with the EC;
- Exploring new funding opportunities through the 'budget line' and other EC instruments;
- Maximizing visibility on EC funded projects;
- Other works as assigned,

10. Qualifications /Requirements:

- Either an Associate of Science degree, preferably in Business Administration, Economics or Accounting and at least 3-5 years of relevant experience in program or project financial management, preferably including financial and performance reporting OR at least 10 years of significant relevant program or project management expertise;
- Good communications and interpersonal skills essential;
- Good knowledge of budget control and financial management;
- Fluent in English;
- Excellent knowledge of MS Office, database and Internet use;
- Must be knowledgeable with the rules and procedures of the European Development Fund (EDF);
- Must have a minimum of one-year working experience with EDF related activities;
- Candidates should be citizens of a member state of the European Union or of a member state of the ACP group of countries, however exceptions will be considered on a case by case basis depending on qualifications

Technical work skills required include those necessary to draft formal communication and reports, conduct regulatory and program research activities, prepare and evaluate project planning logical frameworks, undertake or supervise various quantitative and qualitative analyses including project management audits and problem analysis, establish program management information systems to ensure efficient program management and the production of all required performance and conformance reports, and the ability to communicate effectively with persons of different nationalities by phone, email and direct interaction. Strong experience managing compliance with complex supporting requirements will be useful.

11. Competencies

i.) Computer skills:

Strong PC based computer skills, Microsoft applications (in particular, Word, Excel and PowerPoint)

ii.) Language skills:

- Fluency in written and spoken English.
- Good interpersonal skills

Send a cover letter, CV and three references by March 1st to:

Fabian Nimea

Director/National Authorizing Officer

Office of Statistics, Budget & Economic Management, Overseas Development Assistance & Compact Management (S.B.O.C.)

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Applications can be sent either by regular mail or e-mail.