



FEDERATED STATES OF MICRONESIA NATIONAL GOVERNMENT



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1. **Post Title:** Technical Administrative Assistant to the National Authorising 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 Authorising Officer
 8. **General Description:** This position supports the Director of SBOC in his role as National Authorising Officer (NAO). The primary responsibility of the Administrative Assistant to the NAO is to provide administrative assistance for EU European Development Fund (EDF) programs, namely the North REP, REP-5, CEPP and the DRRP Envelope A and B programs; provides support services to the NAO Office as Secretariat to the National Authorizing Committee and overall focal point for all EU Development Assistance programs in the FSM; and assists in the overall implementation, monitoring, evaluation of the EDF9 and EDF10 programs; performs other duties as assigned by the NAO.
 9. **Accountabilities:** The Technical AA to NAO is accountable to the National Authorizing Officer for the administrative oversight of NAO Office function and responsibilities including, but not limited to, the following:
 - The day-to-day administration of the EDF9 and EDF10 programmes;
 - Coordinating meetings for the FSM National Authorizing Committee, or National European Management Committee, and the NAO;
 - Maintaining files in both soft and hard copies on all NAO Office activities;
 - Maintaining constructive relations with the EU Delegation in Fiji and EU Headquarters;
 - Preparing and verify payment orders and monitoring of project financing;
 - Ensuring proper handling of works, supply and service contracts and preparing payments, addendums, 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 and NAO advice on the implementation of projects in accordance with the terms and conditions of the Financing Agreement and EDF rules and procedures;
 - Preparing programmes estimates, progress reports and contribute to the Joint Annual Report and Mid and End of Term Reports;
 - Promoting staff development and training;
 - Implementing and promoting equality and diversity policy within established parameters of EU Policy and FSM regulations and policies;
 - Liaising with other administrative teams;
 - Writing reports for the NAO, which may include reports on finances, staff performance, service development or an annual review;
 - Delivering presentations about the work of the office to the NAO, other interested parties, and other divisions of the Office;

- Attending conferences and training to get update on relevant issues pertaining to the NAO activities as well as EU Development Assistance to FSM;
- Recording office expenditure and managing the budget;
- Maintaining an inventory of office equipment and supplies and prepare purchasing orders for restocking and replenishment as appropriate;
- Maintaining an inventory or record of EDF supported activities while under implementation and before turning ownership over to ultimate beneficiaries;
- Overseeing the recruitment of new staff, sometimes including training and induction;
- Ensuring adequate staff levels to cover for the absences and peaks in workload, often by using temping arrangements;
- Delegating work to staff and managing their workload and output;
- Carrying out staff appraisals, managing performance and disciplining staff;
- Preparing and verifying payment orders and monitoring of project financing;
- Maintaining constructive relations with the EU;
- Exploring new funding opportunities through the 'budget line' and other EU instruments;
- Maximizing visibility on EU funded projects;
- Serving as substitute imprest administrator for program estimates under EDF programs;
- Representing NAO in meetings that Deputy NAOs and Imprest Administrators cannot attend; and
- Other works as assigned,

10. Qualifications /Requirements:

- A high school diploma, preferably with Communications, Business Administration, Economics or Accounting as a focus or with relevant experience in an administrative assistant or secretarial capacity;
- Good communications and interpersonal skills essential;
- Excellent drafting and analytical skills required;
- 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 of the European Union or of a member state of the ACP group of countries, however exceptions may be considered on a case-by-case basis depending on qualifications.

Technical work skills required include those necessary to draft formal communication and reports, highly organized and maintain accurate files and the ability to communicate effectively with persons of different nationalities by phone, email and direct interaction. Experience managing multiple tasks across a variety of projects 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 Authorising 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.