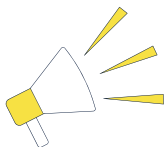


# **The FSM Department of Health & Social Affairs is**



# **HIRING**

## **Gender Administrative Officer**

- Prior experience facilitating training or awareness sessions on gender, GBV, safeguarding, or related topics is preferred.
- A University Degree in Finance, Business Administration, Gender Studies, Development Studies, or a related field is required.
- Strong proficiency in Microsoft applications (MS Word, Excel, PowerPoint) and financial management, including the ability to prepare financial reports and ensure compliance.
- Excellent communication and people management abilities, adept at listening, adapting, and leading diverse groups towards common goals.

 **(691) 320-4682/4683**

 **hsa.gov.fm**

 **takiko.ifamilik@hsa.gov.fm**

**REQUEST FOR EXPRESSIONS OF INTEREST  
(INDIVIDUAL CONSULTING SERVICES)**

Federated States of Micronesia (FSM) Nationals Only

**FEDERATED STATES OF MICRONESIA  
DIGITAL FSM PROJECT**

Grant No.: P170718

**Assignment Title: Gender Administrative Officer**

**Reference No.: FM-DHSA-521190-CS-INDV**

The Government of the Federated States of Micronesia has received financing from the World Bank toward the cost of the Digital FSM Project and intends to apply part of the proceeds for consulting services.

The consulting (“the Services”) include liaising and working with the Digital Gender Coordinator at the Gender Development Unit who is responsible for direct implementation of the Digital Gender Project interventions and the Assistant Secretary at the Division of Social Affairs, who provides the overall leadership of the Digital FSM Gender initiative, consultants, and other Departmental staff in relation to this component of the Project.

The Terms of Reference (TOR) for the assignment are attached to this request for expression of interest.

The Department of Health and Social Affairs now invites eligible individuals to indicate their interest in providing the Services. Interested Individuals should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc.)

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 setting forth the World Bank’s policy on conflict of interest.

Further information can be obtained at the address below during office hours: 8:00 AM to 5:00 PM.

Expressions of interest must be delivered in a written form to the address below (in person, or by e-mail) by January 23, 2026.

Attn: Ms. Kasinda C. Ludwig  
Assistant Secretary  
Division of Social Affairs  
Department of Health and Social Affairs  
Email: [kludwig@fsmhealth.fm](mailto:kludwig@fsmhealth.fm)

Cc to: [takiko.ifamilik@hsa.gov.fm](mailto:takiko.ifamilik@hsa.gov.fm)  
[communications@tci.gov.fm](mailto:communications@tci.gov.fm)

**FSM World Bank Projects**  
**Gender Administrative Officer – Digital Gender FSM Project**  
**TERMS OF REFERENCE**

**LOCATION:** Department of Health & Social Services, FSM National Government, Palikir – Gender Development Office.

**DURATION:** The initial contract duration is one year (full-time). There is the potential to extend based on satisfactory performance.

**A. Background**

The Government of the Federated States of Micronesia is currently implementing the Digital FSM Project. Its objectives include expanding access to the internet and establishing the critical foundations for digital government services and the digital economy in the FSM. The Digital FSM Project is funded through a World Bank grant. Funds are available under the Digital FSM Project to strengthen the institutional capacity of the Gender Development Office within the Department of Health and Social Affairs, enabling it to carry out activities that increase participation in the digital economy on a gender-informed basis. This includes policy development, research, monitoring and evaluation, citizen engagement, and outreach activities relating to digital literacy and digital entrepreneurship. This TOR is seeking a **Digital Gender Administrative Officer** to assist the Digital Gender Project in contributing to:

- **Efficient and effective support to finance operations**
- **Perform account reconciliation, oversight reports, and provide support in certification and closure**
- **Support Efficient and effective Administrative Operations**
- **Support logistics operations**

- Facilitate knowledge building and management, focusing on the achievement of the Digital Gender Project's intended objectives and goals

## **B. Scope of Work**

The Digital Gender Administrative Officer's scope of work includes

- *Proactively contribute to daily project implementations to achieve the expected results of the work plan*
- *Prepare payment requests for operational expenses, including purchase requisitions, miscellaneous requests, job orders, contracts, etc.)*
- *Ensure that all financial requests are properly authorized, recorded, and supported with adequate documentation*
- *Assist with facilitation of meetings, including preparing presentations as needed*
- *Prepare & draft correspondence and memorandum*
- *Prepare agendas, and coordinate field visits, appointments, and meetings, both internal and external-related to the project activities, and take minutes/reports for the meetings*
- *Collect, register, and maintain all comprehensive information on project activities, including inventory of project assets and supplies*
- *Assist with procurement (acquiring goods & services and delivery) and recruitment processes, including the preparation of Terms of Reference (TORs).*
- *Establish & maintain an efficient filing system for communication, collected data, and financial reports*
- *Maintain the internal expenditure control system, which ensures that vouchers are processed, matched, and completed. Transactions are correctly recorded and posted*
- *Ensure timely completion of account closures.*
- *Coordinate travel logistics (tickets, accommodation, transportation, etc.)*
- *Organize events, trainings, surveys, and community meetings*
- *Assist with procurement activities and ensure compliance*
- *Provide reports as and when needed*
- *Perform other administrative duties as and when required*

## **C. Key Functions**

- Implementation of finance & operational strategies
- Administration of budgets
- Accounting and Administrative support
- Facilitation of knowledge-building and knowledge sharing
- Collect and analyze data for reporting and decision-making

## **D. Competency Selection Criteria**

## Mandatory Requirements:

### Core:

- Innovation: Ability to make new and useful ideas work
- Leadership: Ability to persuade others to follow
- People Management: Ability to improve performance and satisfaction
- Communication: Ability to listen, adapt, persuade, and transform
- Delivery: Ability to get things done while exercising good judgment
- Proficient in Microsoft Applications (MS Word, Excel, PowerPoint etc.)

### Technical:

- Financial Management: Ability to create a process to achieve financial goals
- Financial Reporting: Ability to evaluate financial data, derive relevant findings, and present in a meaningful manner
- Accounting General: Knowledge of accounting concepts, principles, regulations, and policies and ability to apply them to strategic and or practical situations
- Service Delivery Coordination: Ability to coordinate and deliver services in line with service level agreements and standards of excellence
- Teambuilding: Ability to work effectively with diverse groups of professionals towards common goals
- Communication: Ability to effectively communicate intentions and requirements to internal and external stakeholders

## E. Qualifications

### Desirable Requirements:

#### *Education:*

- University Degree in Finance and Business Administration, preferably a Bachelor's Degree or higher. Secondary Education with specialized certification in Business Management and Administration.
- Bachelor's or a higher degree in Gender Studies, Development Studies, Public Health, Social Policy, or related field.
- Experience facilitating training or awareness sessions on gender, GBV, safeguarding, or inclusion topics.
- Additional certifications in GBV, safeguarding, protection, or M&E.
- Any specific regional requirement, like experience in the Pacific or small Islands, as an advantage

- Any requirement relating to experience in working on donor-funded projects as a merit

*Experience:*

- Minimum of 2 years of progressively responsible finance experience and administrative work. Experience in the usage of computers and office software packages (Word, Excel, PowerPoint, Outlook); Time Management Skills (ability to manage multiple tasks); strong communication abilities (effective written & verbal communication skills);
- Strong understanding of gender concepts, GBV prevention and response, gender transformative approaches, and intersectionality.
- Ability to design, implement, and monitor gender-responsive interventions.
- Strong analytical and report-writing skills, including the ability to translate gender findings into practical recommendations.
- Excellent interpersonal and communication skills, including community engagement.
- Ability to develop training materials, toolkits, and community outreach resources.
- Skills in qualitative research, participatory approaches, or community-based data collection.
- Ability to work independently with minimal supervision and handle multiple tasks
- Ability to work with confidential and sensitive information with professionalism and integrity.
- Proficiency in MS Office applications and basic data analysis.
- Ability to work across diverse cultures and communities, including remote or outer island settings.
- Ability to travel as required for fieldwork, training, or consultations.
- Experience working in the Pacific region or similar cultural contexts.

*Language Requirements:*

- Proficiency in English. Working knowledge of other FSM languages is desirable

*Other:*

- Non-smoking environment; committed to Gender Equality, and social development