



Micronesia Conservation Trust

Job Announcement

JA#26-04

Re-opening Date: August 25, 2026

Closing Date: Open until filled

Position: Small Grants Program Manager

Location: Chuuk, Federated State of Micronesia

Who We Are:

The Micronesia Conservation Trust (MCT) is a non-governmental, non-profit conservation finance organization established to provide sustainable financing for conservation and community development across Micronesia. MCT has a 24-year institutional history and serves as a regional hub for conservation finance across the Federated States of Micronesia (FSM), Palau, the Republic of the Marshall Islands, and the broader Micronesian sub-region.

Under an agreement with the United Nations Development Programme (UNDP), MCT has been contracted to serve as the National Host Institution (NHI) for the Global Environment Facility (GEF) Small Grants Programme (SGP) in the FSM. The SGP supports civil society organizations and community groups to implement projects that address global environmental challenges – including biodiversity loss, land degradation, climate change, and threats to international waters – in ways that enhance local livelihoods and community well-being.

What We Can Achieve Together:

The Small Grants Programme Manager is responsible for the effective, transparent, and accountable implementation of the GEF SGP in the FSM. The Manager will ensure that grant resources are directed to eligible, high-impact projects; that grantee organizations are adequately supported throughout the project cycle; and that programme results are documented and reported in accordance with UNDP/GEF requirements.

We're Looking for You:

MCT is seeking to recruit a qualified and experienced Small Grants Program Manager to lead the day-to-day implementation of the SGP-FSM. **This role will be based in Chuuk State and will work closely with MCT leadership, a national technical review body, UNDP, GEF, and community stakeholders across the FSM.**

What You'll Bring:

- Bachelor's degree in environmental science, natural resource management, development studies, public administration, or a related field. A Master's degree is an advantage.

- Minimum of five (5) years of professional experience in program or project management, preferably in grant-making, conservation, or community development.
- Demonstrated experience in grants management, including proposal review, due diligence, contracting, disbursement tracking, and reporting.
- Experience working with or within civil society organizations, government agencies, or international development organizations in the Pacific Islands region.
- Strong written and oral communication skills in English; proficiency in a Micronesian language is an advantage.
- Demonstrated proficiency in financial management and basic accounting practices related to grant administration.
- Ability to travel regularly within FSM states, including to remote island communities.

Desired Qualifications:

- Familiarity with GEF, UNDP, or other multilateral environmental fund requirements and procedures.
- Experience with community-based natural resource management, biodiversity conservation, climate resilience, or related thematic areas.
- Experience designing or applying monitoring and evaluation frameworks for development or conservation programmes.
- Demonstrated cultural competency and experience engaging with Indigenous communities and traditional governance structures in Micronesia or the broader Pacific.

What We Bring:

MCT is a world-class conservation trust, the smallest organization to be accredited by the Green Climate Fund and the Adaptation Fund, and it manages over \$50 million in assets. We offer a competitive, comprehensive salary and benefits package.

How to Apply:

Qualified candidates are invited to submit the following:

- A cover letter (maximum two pages) addressing their qualifications and suitability for the position.
- A current curriculum vitae.
- Contact information for three professional references.
- A brief writing sample (maximum five pages) demonstrating relevant analytical or reporting experience.

Address your application to Melanie Aiseam, CFOO, and email all documents to Lovelynn at ledger@ourmicronesia.org by 5:00 pm Pohnpei Time (UTC+11) on September 25, 2026. Only shortlisted candidates will be contacted.