



Announcement No: POC-026-22
Opening Date: 7/12/2022
Closing Date: Until Filled

P.O. Box PS-35
Palikir, Pohnpei, FM 96941
Tel: (691) 320-2618/2642

Office of the Director

FSM Personnel Office

email: personnel@personnel.gov.fm

MiCare Health Insurance Plan (“Plan”) is established by 52 FSMC to provide employer group employee and individual health insurance coverage. The Plan is accepting applications for the **Administrator** position, which is exempt from the FSM National Government Public Service System. The Administrator is an ex-officio of the Board.

The Responsibilities include but not limited to: Daily administration, management, planning, organizing, coordinating, analyzing, evaluating, implementing, monitoring, and overseeing the operation, affairs and activities of the Plan; Human resources, financial, investment, and public relations management; Marketing and budgeting for the Plan; Compliance with laws, regulations, procedures, process, policies, and standards; Relationships with members, public and affiliated service providers; Production of necessary reports, covering all aspects of the Plan operation and performance; Investigate cost overruns and eliminate them through appropriate and effective planning, coordination, negotiation, timely implementation, monitoring, and evaluation; Procurement and contract negotiations with experts, healthcare providers and/or third party administrators; Represents the Plan at meetings, settings, and through different medium; Work closely with and provide recommendations to the Board on policy matters to shape and ensure effective, efficient and successful Plan’s mission, objectives, strategic goals and activities implemented and Perform other duties as needed by the Plan and/or as assigned by the Board.

Qualification Requirements: Graduate from an accredited or university with a degree in health or medical administration, insurance, business administration, finance, accounting and/or related field plus at least four (4) years of experience in a health insurance organization or HMO. Strong computer and English written, oral communication skills. Strong organizational and customer relations skills required. Suitable candidate is highly determined, motivated and caring, a great plus.

Salary and Benefits: Minimums \$30,700.00 per annum, or may be negotiated depending on the qualification and experience. Other benefits such as housing allowance, recruited and repatriation, health and life insurance, pension plan, daily transportation to and from work, may be available.

Application: Complete and file the FSM National Government Employment Application Form with all supporting documentation via regulation mail, email or facsimile:

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Email: personnel@personnel.gov.fm

MiCare Board of Directors

P.O. Box 2156
Kolonia, Pohnpei, FM 96941
Phone: (691) 320-2549/5865/3415
Email: info@micareplan.fm

You may contact either or both of above for an application. Full and complete application package will be accepted immediately. The application form can be obtained via: jobs.gov.fm or <https://gov.fm/index.php/fsm-publicinfo/jobs>.