

Announcement #: POC-024-24
OPENING DATE: 3/20/2024
CLOSING DATE: Until Filled

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **BHWP Opioid Project Coordinator** at the Department of Health and Social Affairs, FSM National Government, Palikir, Pohnpei FM 96941.

The Position: The Project Coordinator will be responsible for the overall direction of project activities and serve as a liaison for all relevant stakeholders; Oversees implementation of program activities and provides high quality technical and strategic leadership, managerial oversight, and administration of the project; Coordinates and participates in all project training and educational activities; The coordinator will function as the day-to-day manager of the project; He/she will also be responsible for coordinating the performance measurement data collection by giving support and direction to the Evaluator and project stakeholders and update to the BHWP Director and to National relevant agency for the project; Collaborates with partners, stakeholder representatives, Evaluator, National Staffs to maintain productive relationships and project implementation; Project Coordinator will also submit relevant data on a timely basis to Grantor, Project Evaluator, FSM BHWP Director, FSM Department of H&SA and other agencies upon request; Supervises direct reports with a particular focus on achievement of their key tasks and project deliverables and supervises and monitor the work for the project at National and the State level; Communicates, monitor implementation, and assures adherence to Opioid Grant terms of NOA, FSM Policies, guidelines and regulations; develops staff skills and knowledge; and facilitates success and professional development whenever possible; Participates in the creation process of the FSM Opioid Plan, other Opioid Prescription Guideline; Do other duties as maybe assigned.

The Incumbent: Graduate from accredit college or university with a Bachelor degree in Public Health or Business Administration and at least 3 years of experience in federal grant project management, budget, finance and community development activities and two years of administrative or supervisory level.

Benefits: A salary range from \$22,000 but not exceed \$28,000 per annual depending upon qualification of the applicant.

To apply: Send resume, application by mail to the following addresses:

Department of Health and Social Affairs
P.O. Box PS-70
Palikir, Pohnpei FM 96941
Phone: (691) 320-2819/2643
Email: health@fsmhealth.fm

Office of Personnel
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642
Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from **March 20, 2024** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYEE