



Announcement No: POC-027-22
Opening Date: 8/03/2022
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

EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **COVID-19 Logistics Support Officer** (based on the availability of funds) the FSM National Government at the Department of Health and Social Affairs.

The Positions: Manages the shipment and receipt of all products, materials, and supplies; facilitates required customs clearances or exemptions for Bills of lading and Airway Bills; facilitates payment of required fees to PPA, and FSCO; collaborates and communicates with logistics team, vendors and donors and others involved in the shipment and receipt of products; trans, traces, and updates the status of incoming and outgoing shipments; maintains a clean, neat, and tidy work space; provides inventory updates to program personnel as required; stocking shelves, organizing cartons, and performing inventory counts; responsible for all routine vehicle maintenance of the delivery vehicle, equipment used by the logistics team including trolley jacks or forklifts; organizes rental of forklift if require; maintains minimum stock levels for Strategic National Stockpile; be familiar with systems with donors for ordering items for emergency response such as HPOP; understand cold chain requirements; follow procedures in processing all non-conforming goods or returns as required; actively participate in continuous improvement and problem-solving within the unit; other duties as assigned.

The Incumbent: Graduation from High School diploma, GED or equivalent or related field plus at least six (6) months logistics, retail, or customer service experience and Forklift Certification within 90days of job entry date.

Benefits: A Salary range from \$8,000.00 to \$12,000.00 per annum depending upon the qualifications of the applicant.

To Apply: Submit resume or application by mail to the following addresses:

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

Department of Health & Social Affairs
P.O. Box PS-70
Palikir, Pohnpei FM 96941
Phone: (691) 320-2619/2643
Email: health@fsmhealth.fm

The Office of Personnel will be accepting application/resume from today August 03, 2022 **until filled**.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER