



Announcement No: POC-022-22
Opening Date: 6/21/2022
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 Office Assistant** the FSM National Government at the Department of Health and Social Affairs.

The Positions: To assist the ELC Operations & Finance Officer with processing of COVID-19 related payments, contracts, purchase orders, etc. and ensuring that everything is in compliance with the Finance Management Regulations; to file and keep good and accurate of all COVID-19 related documents which includes requests from states, copies of payment requests (MS, PR, Invoice, etc., contracts, communications, grants and other financial awards, and all other relevant COVID-19 documents; to assist with keeping track of all COVID-related financial transactions for all the different funding sources and accounts; updating the COVID accounting ledgers; keeping track of expenses and encumbrances; keeping track of all incoming requests from the states and others and what have been processed and will processed; timesheets for ELC personnel and other duties as assigned.

The Incumbent: Graduation from two years college with a Degree in Accounting or related field plus at least two (2) years of working experience in Financial Assistant/Officer or similar role.

Benefits: A Salary range from \$12,000.00 to \$16,000.00 per annum depending upon the qualifications of the applicant. Housing, Travel and relocation will be provided if applicable.

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 June 21, 2022 **until filled**.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER