



Announcement No: POC-017-24
Opening Date: 2/29/2024
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 **FSM BHWP Data Coordinator** at the Department of Health and Social Affairs, FSM National Government, Palikir, Pohnpei FM 96941.

The Position: Supervises the State Data Clerks for their date and work activities in providing guidance, advices, and daily support; supervises and participates in conducting research projects, surveys and statistical analyses; plan and define the limits of studies and advise in the development of data-collection methods, confers with the FSM BH&E Program Director and department officials to determine data needed for operating purposes; supervise the development of tabulation procedures, statistical treatment data, and the preparation of reports for publications, review reports prepared by subordinates; prepare extensive analyses of both statistical and non-mathematical data collection surveys; supervise the State Mental Health Program staff and the Non-Government Organization funded by the FSM BH&WP on the collection of Prevention Data; compile the reports and electronically submitted to the US Federal Agency and other interested FSM government agencies; provide technical assistant and computer training to the four state BH&WP data Clerk and other health statistics users concerning the Mental Health Information System; Merges BH&WP information and data received from the States; produce and disseminates periodic BH&WP statistic reports on issue of an interest and concern to the public knowledge and awareness; prepare and disseminates on regular basis BH&WP information to the four states BH&WP Program; assist in the compilation and preparation of the annual SAPT Block Grant, CMHS Block grants, Pediatric Mental Health Care Access grant, Strategical Prevention Framework Partnership grant and other grants; assist in the production of various national BH&WP monthly, quarterly and annual reports as related to BH& WP issues; review all BH&WP information and data received for the states for accuracy and completeness and obtain correct data from the states; produce newsletter for the stated & FSM BH&WP Program; manage BH&WP Library and set up the library filing system; lead the State Epidemiological Outcome Workgroup (SEOW) in directing the prevention data collection at the state level and update the FSM Epi Profile every year; and perform other duties as my be assigned.

The Incumbent: Graduation from an accredited college or university with a bachelor degree in Computer Science, Community Health, or related field and two (2) years of work experience with Epi info data base or any data base system.

Benefits: A salary range from \$21,000 but not exceed \$26,000 per annum depending upon the qualification of the applicant. Housing, travel and relocation will be provided if applicable.

To apply: Send resume, application 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 **February 29, 2024** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER