



Announcement No: POC-021-22
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 one position of **Grants Management Specialist** in the FSM National Government at the Department of Health, Social Affairs (DHSA).

The Position: Perform planning, research, consultative, technical and program administration; perform routine searches for funding opportunities; perform internal reviews of needs and assess feasibility of potential external funding for program and project proposals; maintain internal grant application process; maintain grant management system for funded grants that includes report due dates, budget adherence, grant impact and any other grant requirements; maintain library of information of funding sources, grant writing and community and state data relevant to FSM PHHEP; coordinate, develop, and process grants applications from conceptual to submission stage; ensure adherence to grants guidelines and requirements; coordinate, manage and lead grant development teams of key internal and external stakeholders.

Incumbent: Graduation from accredited college or university with a degree in Public Health and Public Administration or related field plus three (3) years of work experience in grants management responsibilities.

Benefits: A Salary from \$18,000.00 to \$22,000.00 per annum depending upon the qualification of the applicant.

To apply: Send resume or application by mail or e-mail to the following addresses:

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

Department of Health & Social Affairs
P.O. Box PS-70
Palikir, Pohnpei FM 96941
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The Office of Personnel will be accepting applications/resumes from **June 21, 2022 until filled.**