



Announcement No: POC-018-22
Opening Date: 4/29/2022
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 **Health Disparities Project Coordinator** in **Chuuk & Yap** within the FSM National Government at the Department of Health, Social Affairs (DHSA).

The Position: Support the Health Disparities Project Manager/Staff in daily administrative management and provide oversight at state level in implementing project activities; support with submission of timely grant required reports on finance and other related requirements; coordinate project activities under the grant guidance with close consultation with National PHHEP Director and Health Disparities Project Manager; supervise and coordinate with State Outreach Coordinator on implementation of project activities; promote increase awareness of related government agencies to mainstream project activities into their plans, programs and projects; liaise with project support team at the National, State and Local Health Departments to provide managerial and technical support; provide comprehensive support including technical services, administration at district office, logistical budgeting assistances, and basic translation to the implementation of the project; prepare draft plans for each project stage and, if necessary, exception plans in conjunction with other project team members in national and provincial level; prepare lessons-learned from local developmental activities; assess local development needs, prepare draft project activity plans and monitor and report on progress; performs other assignments and tasks as assigned by the PHHEP programs Director.

Incumbent: Graduation from an accredited college or university with a bachelor's degree in Public Health and Public Administration or related plus three (3) years of work experience in Project Management.

Benefits: The annual salary \$18,000.00 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
Phone: (691) 320-2619/2643
E-mail: health@fsmhealth.fm

The Office of Personnel will be accepting applications/resumes from **April 29, 2022 until filled.**