



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 position of **Immunization Information System Coordinator** in the Department of Health & Social Affairs, FSM National Government, Palikir, Pohnpei FM 96941.

The Position: Responsible for all aspects of the system administration for the Immunization program, including servers, applications, and database. This includes implementation, configuration, coordination, control, maintenance troubleshooting, security, usage monitoring and the development of specialized system procedures for the FSMIIS; assists and work with the Immunization Section Manager in planning and the development of the (FSMIIS) functionality and reporting needs and requirements; develop and update the FSMIIS Business Continuity Plan and Work Statement annually; assist the Immunization Section Manager to develop Contractual services to Vendors on the scope of work on the system upgrades and enhancements for the FSMIIS; determines and assesses the need for staff training on the FSMIIS and submit request to the Section Manager and the Secretary of Health; provides ad hoc refreshers via on site or virtual to the four (4) states immunization staff on the functionality and upgrading and enhancements of the FSMIIS; provide regular technical support and assistance via on site or virtual to the states counterparts on system setback; performs system security administration functions, including creating user profiles and accounts for the FSMIIS; monitors and manages system resources, including assessment of program system needs, and system backup; performs or assist in troubleshooting and diagnosing problems and corrects identified problems; assists, supervises and conducts data reviews on Immunization surveys and campaigns using recommended program software; responsible to work with Immunization Section Manager and States Immunization Coordinators and other department key staffs on system security planning, developing, and implementing security policies; responsible for the overall system security administration functions, including creating user's profiles and accounts for the Immunization program staff; Responsible for installation and management of servers, including upgrading; responsible to implement ongoing and or new IIS project to improve/enhance the IIS registry; performs other program related duties as assigned.

The Incumbent: Graduation from accredited college or university with a Computer Science or related fields. He/She must have at least 3-4 years of technical experience in web registry work, and excellent skills and have in depth knowledge in Computer Information System and Information Technology. The applicant must be able to work as a team player.

Benefits: A Salary range from \$24,000.00 to \$26,000.00 depending upon the qualifications of the applicant. No housing or relocation benefits available from this contract.

To apply: Send resume, application by mail or fax 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
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The Office of Personnel will be accepting application/resume December 07, 2020 until filled.