



Announcement No: POC-054-23
Opening Date: 10/23/2023
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 temporary position of **Immunization Program Financial Assistant** in the Department of Health & Social Affairs, FSM National Government, Palikir, Pohnpei FM 96941.

The Position: Assist in consolidate budget requests received from the states during the year for all the Immunization Component Projects; assist develops, maintains and keep a filing system and ledgers for the Immunization Program; assist processes and expedites requisition from the States and ensures availability of supplies at the states are adequate at all times; assist travel to the FSM states on behave of the Immunization Financial Specialist to monitor the states programs and participate in the improving of the Immunization Implementation Plan; assist prepare Travel Authorization for National Immunization staff and states Immunization staff to attend inter-state, outer-state, national workshops and trainings in country; assist handle logistical coordination, preparation, arrangement for immunization activities such as MMR, SIA campaigns and related surveys that include chartering and providing the necessary provisioning; assist Financial Management Specialist and ensures contracts routed through the proper channel and ensures that payment is expedited and that contracts are executed on a timely manner; assist to develop plan for outreach activities to the outer islands of Chuuk, Yap and Pohnpei (Chartering private ships, semi government ships for POL and provisions for program campaigns; assist to provide training on developing a filing system and ledger to track utilization of the Immunizations CORE AND COVID-19 funds status on a daily basis; assist compiling FFR report for all the immunization component funding; performs other duties and responsibilities as required.

The Incumbent: Graduation from accredited college or university with a Bachelor Degree in Accounting/Financial Management, Business Administration or related field plus (5) years of technical experience, excellent skills and have depth knowledge in Business and Finance; good work ethics, and must be able to work as a team player must have a strong knowledge of bookkeeping and accounting principles, good organizational skills and working knowledge of accounting software.

Benefits: A Salary range from \$18,200.00 to exceed \$19,500.00 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
Federated States of Micronesia
P.O. Box PS-70
Palikir, Pohnpei FM 96941
Phone: (691) 320-2819/2643
Email: health@fsmhealth.fm

Office of Personnel
FSM National Government
P.O. Box PS-35
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The Office of Personnel will be accepting application/resume from October 23, 2023 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

