



Announcement No: POC-011-24
Opening Date: 2/14/2024
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 **Laboratory Logistics and Inventory in Yap**, Department of Health & Social Affairs, FSM National Government.

The Positions: Initiates activities that provide for cost effective use of all supplies used in the business of the Laboratory; Assists the laboratory and medical supply supervisor to perform a Usage and Cost Analysis of all essential laboratory supplies within the laboratory unit, community health center and dispensaries to identify quarterly/annual needs and cost of supplies for yearly budget proposal; Acts as a resource person to the laboratory staff and clients regarding procurement of supplies; Ensures that the laboratory staff are aware of procedures that provide for efficient ordering, receiving, storage and distribution of all laboratory supplies on a daily basis; Maintains adequate stocks of inventory while allowing for no wastage of inventory, reagent or products due to shelf storage expiration and over stock; Maintains an efficient system of inventory control as to ensure proper levels of supplies in Medical Storeroom is available at all time for distributions and to avoid stock out; Competent with the use of the laboratory inventory module of the Laboratory Information System; Perform, under the direction of the Medical Supply Supervisor for the ordering, receiving, unpacking, storage and distribution of all laboratory supplies; Assist in establishing and maintaining a good communication and relationships with vendors and suppliers for an effective ordering process; Monitors utilization of all supplies and adjusts stock levels respectively; performs quarterly and annual physical inventory of all laboratory supplies within medical supply storage; Evaluates and reports to the Medical Supply Supervisor on all vendors communicating areas concerning ordering, lead time, shipping, clearance and receiving; Distributes information regarding the availability of supplies and other pertinent information to lab staffs and Laboratory Supervisor; Communicates routinely with the Laboratory Supervisor and staff the current status of all laboratory orders; Responsible for maintain records and files of all service contracts with vendors and review with the Laboratory Supervisor on a yearly basis for any modification or amendment before its renewal; Responsible and performs varied support activities, ordering, receiving, storage and distribution of all reagents, supplies, consumables, equipment, parts, paper, forms, and any other inventor item(s) related to the operation of the Laboratory; coordinate and follow-up on all instrument preventative maintenance and emergency service in all operational service areas of the laboratory including testing analyzers, office equipment, computer, and all other miscellaneous equipment; shall follow all procurement policy and in compliance to the Yap State Financial Management Regulation (FMR); Must follow all Medical Supply Unit policy and procedures to ensuring that all government properties including fixed assets, equipment, supplies, consumables etc.; Assist in the security of Medical Supply Unit by allowing only authorized persons to enter the office and all storage area; Responsible extend and apply to any and all locations and sites as which the Laboratory may maintains, distribute, and/or utilize inventory in all of its various forms; Maintains, cleans and organized work environment; Attends weekly medical supply meetings; Performs other duties as assigned by the Immediate Supervisor.

The Incumbent: Graduation from an accredited college or university with a Bachelor degree in medical science or related field at least three (3) years of work experience in a managerial role. Knowledge of principles and practices pertaining to Quality Management System.

Benefits: A Salary range from **\$15,000.00** to **\$18,000.00** per annum depending upon the qualifications of the applicant. This Contract position is for 12 months, and may be renewable based on availability of funds.

To Apply: Submit resume or application by mail to the following addresses:

Office of Personnel

Department of Health & Social Affairs

P.O. Box PS-35

P.O. Box PS-70

Palikir, Pohnpei FM 96941

Palikir, Pohnpei FM 96941

Phone: (691) 320-2618/2642

Phone: (691) 320-2619/2643

Email: personnel@personnel.gov.fm

Email: health@fsmhealth.fm

The Office of Personnel will be accepting application/resume from today February 14, 2024 **until filled**.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER