



Announcement No: POC-038-22  
Opening Date: 11/25/2022  
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](mailto:personnel@personnel.gov.fm)

### EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individual to fill the position of **Licensure Financial Specialist** at the Department of Health & Social Affairs, FSM National Government

#### The Position:

Perform general financial functions for the Nursing and Medical Licensure Program which include but are not limited to the following;  
prepare program budget; assist in the preparation of program PCD and or allotment requests; advise supervisor and the two Licensing Boards on soundness of program requests, priorities and implications of funding costs; oversees program expenditures and inform and update supervisors of potential problems and possible solutions; develop and maintain a complete filing system with daily log of all program accounts and perform periodic reconciliation; process and expedite request for program requisitions, fund authorizations and other requests; prepare financial reports (expenditure and collection reports) for program accounts to DHSA, Nursing and Medical Licensing Boards, Finance and Congress on a quarterly basis or as requested; assist program coordinator/manager with logistical coordination, preparation and arrangement for Board meeting and other planned program activities; conduct regular and periodic review of financial reports to ascertain all transactions have been properly executed; participate in Board meeting, virtual and or onsite, when needed; provide receptionist services when needed; and performs other duties as assigned.

#### The Incumbent:

Graduation from an accredited college or university with a degree in Business Administration, Accounting or related field plus two (2) years of work experience in accounting and administrative management.

#### Benefits:

A Salary of \$15,080.00 per annual plus benefits.

**To Apply:** Send application, resume by mail or email to the following addresses:

FSM Personnel Office	Department of Health & Social Affairs
FSM National Government	FSM National Government
P.O. Box PS-35	P.O. Box PS-70
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone No: (691) 320-2618/2642	Phone No. (691) 320-2619
Email: <a href="mailto:personnel@personnel.gov.fm">personnel@personnel.gov.fm</a>	Email: <a href="mailto:health@fsmhealth.fm">health@fsmhealth.fm</a>

The Office of Personnel will be accepting application/resume from November 25, 2022 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER