



Announcement No: POC-034-22
Opening Date: 9/13/2022
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

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Office Manager, Chuuk Satellite Office**, FSM National Government at the Department of Health and Social Affairs.

The Positions: Proposed and recommends to the Secretary procedures and systems to expedite work assignments and improve the overall operations of the Office; responsible in ensuring that the main office and follow the necessary procedures according to the FMR to the proper discarding of vehicle or equipment; coordinates the preparation, formulation, and justification of the office budget; responsible for procurement of supplies and needs of the CSO, prepares payment requests, and submits to the main office for processing; monitors and tracks request for payments, purchase orders, job orders, and invoices submitted through of for the CSO; when needed, work with the Chuuk DHS Federal Programs to ensure program financial reports are submitted on a timely manner and other urgent matters that might come up; assist Chuuk State COVID-19 Taskforce and health Services with their COVID-19 requests to National; to keep track of the requests and ensure that all payment obligations to vendors are cleared; responsible for keeping track of timesheets and submission to main office of all CSO-based staff time; performs other duties as assigned.

The Incumbent: Graduation from an accredited college or university with an Associate's degree (Bachelor's degree preferred) in administration, finance, accounting, or business management, or related field plus at least two to three (five years if AA degree) years of working experience in Finance and with federal grants management. Must have extensive knowledge of the FMR.

Benefits: A Salary range from \$19,500.00 to \$22,425.00 per annum depending upon the qualifications of the applicant.

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

Office of Personnel
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642
Email: personnel@personnel.gov.fm

Department of Health & Social Affairs
P.O. Box PS-70
Palikir, Pohnpei FM 96941
Phone: (691) 320-2619/2643
Email: health@fsmhealth.fm

The Office of Personnel will be accepting application/resume from today September 13, 2022 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER