

Announcement #: POC-033-24
OPENING DATE: 6/6/2024
CLOSING DATE: Until Filled

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **PHHEP Coordinator in Kosrae**, FSM National Government at the Department of Health and Social Affairs.

Duties & Responsibilities:

Develop and implement work plans according to the goals and focus areas defined under cooperative agreements and will prepare and submit all grant applications; represent the state at international and local preparedness meetings and plan and coordinate joint activities with each state's public safety department, disaster management offices, Red Cross Societies and all other entities (government and private) relating to preparedness activities; responsible for identifying and coordinating all consultants and contractors as required and will be accountable for the fiscal management of grants in collaboration with the FSM PHHEP Program, of the Department of Health and Social Affairs; responsible for the day to day management of the PHHEP program at the State level, supervision of support staff; conduct regular assessment, updating and revisions on Public Health Preparedness and Response Plans, Hospital Emergency Response Plans, Standard Operating Procedure for all the public hospitals; coordinate workshops, conferences, exercises and drills scheduled in the states with the national counterparts; represent the FSM in Preparedness conferences and meetings along with the FSM Project Director when called upon; provide regular reports on state preparedness public health and hospital activities; write preparedness grants proposal for state for including in the cooperative Agreement Grants and other sources that FSM may apply for; assist in the recruitment and registration of Medical Reserve Corp Volunteers; assist in conducting SNS Trainings in the assigned localities; monitor Emergency Preparedness Stocks (equipment, supplies and pharmaceutical caches) at the designated hospital; perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a bachelor's degree in public health or related field plus at least three (3) years of working experience in managing and coordination health programs.

Salary: A Salary range from \$20,000.00 to \$24,000.00 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 June 6, 2024 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER