



Announcement No: POC-033-23
Opening Date: 7/18/2023
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 the three (3) positions of **Public Health Infrastructure Grant Program Assistant** will be in **Chuuk, Kosrae & Yap** in the FSM National Government at the Department of Health and Social Affairs.

The Position: To provide assistance to the Workforce Director in research, perform general administrative duties for the program; responsible for sourcing and securing price quotations from vendors; responsible for processing of miscellaneous payment requests, purchase requisitions, travel authorizations, contracts, personnel actions, job orders, outgoing communications, and other program administrative paper works; responsible for maintaining daily ledger of all program accounts, periodic reconciliation, and processing of FFR, FSR and draw-down with Finance and responsible for filing and maintaining a good record system.

The Incumbent: Graduation from two years college with AS Degree in business or administrative-related field plus 2 years of experience in accounting and/or office administrative related work; good computer skills with high efficiency in Microsoft Office; ability to use general office equipment; good English-written and oral communications skills; strong organization skills; must be energetic, dependable, and punctual; ability to work well with others; high integrity and ethics.

Benefits: A Salary range from \$18,000.00 to \$24,000.00 per annum depending upon the qualifications of the applicant.

To Apply: Submit your resume or application by mail, or email to these addresses:

Personnel Office
P.O. Box PS-35
FSM National Government
Palikir, Pohnpei FM 96941
Phone No. 320-2618
Email: personnel@personnel.gov.fm

Dept. of Health & Social Affairs
P.O. Box PS-70
FSM National Government
Palikir, Pohnpei FM 96941
Phone No. 320-2619/1643
Email: health@fsmhealth.fm

The Office of Personnel, FSM will be accepting application/resume from July 18, 2023 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER