



P.O. Box PS-35  
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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 temporary position, Phlebotomist/Courier. This position reports directly to the Chief of Public Health. The Laboratory supervisor will oversee the training and conduct competency assessments of the Phlebotomist/Courier.

**The Position:** The Phlebotomist is required to work in any medical and laboratory environments as assigned by the Chief of Public Health. Duties Include:

- \* Collect Blood and Process Specimens according to Standard Operating Procedures. Specimen are labelled and stored as per SOPs and Laboratory Handbook.
- \* Briefly interview patients to verify their records and prescreen them for blood-drawing procedures.
- \* Ensure adequate blood-drawing supplies and take inventory of supplies to order new stock as needed.
- \* Ensure Phlebotomy work areas are kept clean and organized at all times. Certified phlebotomy technicians also keep all their tools and equipment clean and sterilized.
- \* Assist with Blood drives if required. This includes pre-screening patients, drawing blood, and collecting bags of blood for blood banks.
- \* Transport Specimens from CHCs and dispensaries to the main laboratory as needed.
- \* Dispose of used needles and other blood-collection tools using proper techniques and waste receptacles.
- \* Follow safety, privacy, and infection prevention and control guidelines.

**The Incumbent:** Graduation from two years college with an AS Degree in Health Careers Opportunity (HCOP) or related field plus minimum of one year experience in a medical or a customer service environment is preferred.

- a). Previous laboratory procedures and/or specimen collection experience would be an asset.
- b). Experience with Microsoft Office applications specifically Excel and Outlook
- c). Experience with laboratory information systems desirable.
- d). Demonstrated skills in organizing, prioritizing and communication

**Benefits:** This special services contract position is a temporary for COVID-19 response until October 2022. 12 months, which is renewable annually based on satisfactory performance and availability of funds. Depending on experience and education a salary ranges from \$8,000 -\$12,000 per year will be offered.

**To apply:** Submit resume or application by mail or email to this address:

Office of Personnel  
P.O. Box PS-35  
FSM National Government  
Palikir, Pohnpei FM 96941  
Email: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

Department of Health & Social Affairs  
P.O. Box PS-70  
FSM National Government  
Palikir, Pohnpei FM 96941  
Email: [health@fsmhealth.fm](mailto:health@fsmhealth.fm)

The Office of Personnel will be accepting application/resume from February 22, 2021 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER