



Announcement No: POC-036-22
Opening Date: 11/07/2022
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

EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individual to fill the position of **Strategic National Stockpile (SNS)/Medical Counter Measures (MCM) Assistant Coordinator** at the Department of Health & Social Affairs, FSM National Government, Kolonia, Pohnpei FM

The Position: Assist with coordinating the distribution of PHHEP related equipment and supplies from national warehouse to State PHHEP Programs; assist with coordinating the inventory of program equipment and supplies; assist in maintaining the supply stockpile, receiving and storage of all PHHEP program supplies and equipment; assist in developing a and preventative maintenance plan for all PHHEP equipment and appliances; assist the SNS/MCM Coordinator in the purchases of necessary program support equipment and supplies as authorized by the Project Director; provide support in the SEOC Logistics responsibilities; provide support in conducting SNS Trainings and developing after Actions Reports and Improvement Plans after such exercises; assist in maintaining an active account for PHHEP with carrier services to ensure timely shipment of emergency stockpiles and supplies to all FSM States; assist coordinator prepare, execute and conduct closure of all PHHEP Programs Contracts that are \$10,000.00 and above; assist coordinator in monitoring State Monthly Reporting; assist in the development and maintenance of SNS Preparedness Plans at National Office; assist SNS drills with Exercise Coordinator to incorporate SNS plans in full scale exercises in all four states; assist coordinating with exercise coordinator with evaluation procedures that will be used to monitor progress and SNS readiness levels: liaison with CDS SNS staff before, during and after emergency: performs other duties as assigned by the immediate supervisor or secretary of the Department of Health & Social Affairs.

The Incumbent: Graduation from an accredited college or university with a bachelor's degree in Public Administration and Health or related field plus one (1) year of work experience dealing with stocking, organizing supplies, inventory or related work.

Benefits: A Salary range from \$18,000.00 to \$20,000.00 per annum depending upon the qualifications of the applicant.

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

FSM Personnel Office
FSM National Government
P.O. Box PS-35

Palikir, Pohnpei FM 96941
Phone No: (691) 320-2618/2642

Email: personnel@personnel.gov.fm

Department of Health & Social Affairs
FSM National Government
P.O. Box PS-70

Palikir, Pohnpei FM 96941
Phone No: (691) 320-2619/2643

Email: health@fsmhealth.fm

The Office of Personnel will be accepting application/resume from November 07, 2022 until filled.

THE FSM AN EQUAL OPPORUNITY EMPLOYER