



Announcement No: POC-006-23
Opening Date: 2/09/2023
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

Web Content Technician

The Department of Health and Social Affairs of the Government of the Federated States of Micronesia (FSM) is seeking an individual to manage, conceptualize, create, review, update, enhance, populate, and upload / share health related information on its website, intranet, social media and partner websites. The information will be used as a means to inform the FSM public on important health issues of concern to the FSM and activities of the department. With the COVID-19 pandemic still ongoing, having a dedicated person responsible for this work is even more critical.

The Position:

The individuals will be able to work as part of an inter-disciplinary team and be willing to provide other related assistance and support as needed. Duties and Responsibilities are as follows

1. Collect, review, edit, and share as appropriate, information from the relevant staff and programs to be posted on the department website, intranet, social media and partner websites.
2. Maintain the department website and social pages in order to make sure comments received from the public are reviewed and responded by the department in a timely and appropriate manner.
3. Reminds management of any pertinent issues arises from comments received from the public through the website and social pages.
4. Update information on the website, intranet, and social pages as needed.
5. Ensure the website, intranet, and social pages are used in a professional manner.
6. Support management in filtering outgoing information on the website, intranet, social pages, and partner's websites and pages.

Qualifications:

At least 2-years college education preferably in computer information system or other related field and experience with content management systems with good writing skills in English. Demonstration of technical skills in using MS Office Software and social network media is a plus. Effective communication skills in English. Proven experience in website management.

Benefits: Contract will be for 6 months with a possibility of being extended depending on needs. Compensation for the 6 months duration is \$6,600.00 depending on qualifications.

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

Personnel Office
P.O. Box PS 35
FSM National Government
Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642

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

The Office of Personnel will be accepting resume/applications from February 09, 2023 until filled.

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