# Public Health Infrastructure Grant (PHIG) Information Technology (IT) Support Staff (FSM DHSA) Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of <u>Public Health</u> <u>Infrastructure Grant (PHIG) Information Technology (IT) Support Staff</u> at the Department of Health & Social Affairs, FSM National Government, Palikir, Pohnpei FM 96941. The IT support staff will be based at Pohnpei State Hospital to support ongoing data modernization activities within the Nation.

#### <u>Duties & Responsibilities:</u>

The primary duties are to provide information technology support at the National and State level and help manage and maintain the nation's health network, and coordinate and implement information technology efforts at the National and State level.

Duties and responsibilities include, but are not limited to:

- Under the guidance of Pohnpei State Hospital and under the supervision of the Pohnpei State Hospital IT Manager, help assess the information technology infrastructure to identify gaps and opportunities;
- Set up workstations with computers and necessary peripheral devices (routers, printers etc.);
- Check computer hardware (SSD, mouses, keyboards etc.) to ensure functionality;

- Install and configure appropriate software and functions according to specifications;
- Develop and maintain local networks in ways that optimize performance;
- Ensure security and privacy of networks and computer systems;
- Provide orientation and guidance to users on how to operate new software and computer equipment;
- Organize and schedule upgrades and maintenance without deterring others from completing their work;
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.);
- Maintain records/logs of repairs and fixes and maintenance schedule;
- Identify computer or network equipment shortages and place orders;

Graduate with a Bachelor's degree in Computer Science, Information Systems, Engineering, or a related field with 2-3 years of experience in IT Support or a similar role, strong troubleshooting and diagnostic skills, solid understanding of computer systems, networks, internet security, and data privacy, along with excellent communication, organizational, and time management skills, and a high level of integrity and ethical conduct.

#### <u>Salary:</u>

A salary range of \$18,000 to \$20,000 annually, depending on the applicant's qualifications.

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

### Department of Health and Social Affairs Office of Personnel

P.O. Box PS-70

P.O. Box PS-35

Palikir, Pohnpei FM 96941

Palikir, Pohnpei FM 96941

Phone: (691) 320-2819/2643

Phone: (691) 320-2618/2642

Email: AElias@fsmhealth.fm

Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from **June 11, 2025** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

## Health Informatics Coordinator (FSM DHSA) — Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of <u>Health</u> <u>Informatics Coordinator</u> at the Department of Health & Social Affairs, FSM National Government, Palikir, Pohnpei FM 96941.

#### **Duties & Responsibilities:**

• Serves as the national coordinator for all E.H.R

- activities occurring at the state health services and collaborate with E.H.R analysts at each state hospital;
- Provide quarterly reports on the ELC reporting platform CAMP in a timely manner;
- Provide quarterly reports to the FSM DHSA when required;
- Make annual work plans and budgets on HIS grant application to CDC;
- Serve as a member of the FSM DHSA ELC governance team;
- Provide training and capacity building to state HIS analysts as required;
- Collaborates with multi-functional teams across the enterprise and within department to develop solutions;
- Coordinates the implementation of logic and business rules into several platforms used in the electronic system;
- Monitor and analyze raw data from each state health information system.
- Support duties on data analysis and manipulation, reporting, and automation to state level;
- Ensure efficiency and consistency of data collection of laboratory and epidemiological surveillance are relayed to the national level;
- perform other duties assigned.

Graduation from an accredited college or university with the minimum of a Bachelor's degree in Health Informatics, Statistics, Information Technology, Mathematics or related field plus 5 years of work experience in health informatics.

#### <u>Salary:</u>

A salary range of \$20,000 to \$30,000 annually, depending on the applicant's qualifications.

**To apply:** Send resume, application by mail to the following addresses:

### Department of Health and Social Affairs of Personnel

P.O. Box PS-70

P.O. Box PS-35

Palikir, Pohnpei FM 96941

Palikir, Pohnpei FM 96941

Phone: (691) 320-2819/2643

Phone: (691) 320-2618/2642

Email: health@fsmhealth.fm

Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from **June 6, 2025** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

## Health Informatics Analyst (FSM DHSA)-Kosrae [ until filled]

The Government of the Federated States of Micronesia is seeking a well-qualified individual to fill the position of **Health Informatics Analyst — Electronic Health Record (EHR)** in the Department of Health and Social Affairs' field office in Kosrae State.

#### **Duties & Responsibilities:**

Utilize standard methodology and statistical tools to analyze, manipulate, and interpret large sets of data; Create standard summary tables, reports & analyses, ad hoc analyses, and analytical data sets; Identify potential process modifications, changes, or automation, to improve performance, quality, and efficiency; Analyze data sets and scripts to identify errors and other anomalies reported during data research; Collaborates with multi-functional teams across the enterprise and within department to develop solutions; Interacts, as needed, with various customers to understand requirements of requested reports and explain deliverables; Coordinates the implementation of logic and business rules into several platforms; Writes functional and technical specifications; Obtains and analyze raw data from multiple sources to perform core job duties and to answer questions posed by internal/external customers; Performs duties to support data analysis and manipulation, reporting, and automation; Interacts with staff to clarify needs and in reviewing results. Obtains proper approvals on each of the deliverables; Troubles shooting of LIS interface; Work with IT team on project for standardized coding of laboratory data to appropriate standards such as LOINC and HL-7; Ensure efficiency data collection of laboratory and epidemiological surveillance; Preparation of line lists and reports as required for outbreak response; Trouble-shooting of software and hardware related to laboratory information system; E.H.R System and all other health system; and Other duties as assigned.

#### **Qualification Requirements:**

Graduation from an accredited college or university with an Associate Degree in Mathematics, Computer Information Systems, Statistics, or a related field, plus three (3) to five (5) years of work experience in health informatics.

#### <u>Salary:</u>

The Salary range is \$18,000 to \$22,844 per annum depending on qualifications and experience.

<u>To Apply</u>: Submit resume or application by mail to the following addresses:

Office of Personnel	Department of Health & Social Affairs
P.O. Box PS-35	P.O. Box PS-70
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691) 320-2619/2643
Email: <pre>personnel@personnel.gov.fm</pre>	Email: <u>health@fsmhealth.fm</u>

The Office of Personnel will be accepting application/resume from today June 5, 2025 until filled.

THE FSM AN EOUAL OPPORTUNITY EMPLOYER

# Project Finance & Administrative Officer (FSM DoRD)Pohnpei [open until closed]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill positions of **Project Finance &**Administrative Officer at the Department of Resource and Development,

FSM National Government, Palikir, Pohnpei FM 96941.

#### Objective/Purpose of the Assignment:

Under the guidance and supervision of the Project Manger, the Project Administrative and Finance Officer will serve in a support role for both general administrative and financial accounting support to the project. The finance Officer will work in close cooperation with the finance staff in the Implementing Partner- the Department of Resource and Development, where the PIU is housed, and sub-level responsible parties, particularly the four States of the FSM.

#### **Duties and Responsibilities:**

- Assist the project Manager in day-to-day management and oversight of financial activities and transactions;
- Support the PIU in matters related to M&E and knowledge resource management;
- Assist the national Technical Coordinator and State Technical Coordinators on the logistics related to capacity development and knowledge sharing events;
- Assist in the preparation of financial reports;
- Assist with relevant project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) and properly maintain hard and electronic copies in an efficient and readily accessible filing system, for when required by the Project Board, the IAS Technical Advisory Panel, UNDP, project consultants and other PIU staff;
- Assist with PIU-related administrative and logistical assistance;
- Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project manager;
- Review project expenditures and ensure that project funds

are used in compliance with Project documents and government of FSM Finance rules and procedures;

- Validate and certify FACE forms before submission to UNDP;
- Provide necessary financial information as when required for project management decisions;
- Provide necessary financial information during project audit(s);
- Review annual budgets and project expenditure reports, and notify the Project Manger if there are any discrepancies or issues;
- Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;
- Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financials progress reports;
- Perform other duties as assigned.

#### **Qualification Requirement:**

A Bachelor degree or an advanced diploma in accounting/financial management; At least five years of relevant work experience, preferably in a project management setting involving multi-lateral/international funding agency. Previous experience with UN project will be a definite asset, as will experience on a project involving natural resources management and/or sustainable livelihoods; Proficiency in the use of computer software applications particularly MSWord, Excel and PowerPoint, as well as experience with setting up webinars and videoconferences; Excellent language skills in English 9writing, speaking and reading) and in local languages; Very good inter-personal skills.

#### <u>Salary:</u>

The annual salary is \$28,000.00 depending upon qualifications of the applicant.

#### To apply:

Send application, resume, and other supporting documents to the following addresses:

Department of Resources and Development (R&D)

P.O. Box PS-12

Palikir, Pohnpei FM 96941

Email: fsmrd@rd.gov.

Telephone number: 320-2618/2642

Office of Personnel

P.O. Box PS-12

Palikir, Pohnpei FM 96941

Email:personnel@personnel.gov.fm

Telephone number: 320-5133

The Office of Personnel will be accepting application/resume from **June 02, 2025** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

## Renewable Energy Development Project (REDP) Assistant (FSM DoRD)Kosrae [open until filled]

The Federated States of Micronesia (FSM) Government is seeking well-qualified individuals for the position of **Renewable Energy Development Project (REDP) Assistant**. This position is stationed

in Kosrae State within the Division of Energy, under the Department of Resource & Development (DR&D), FSM National Government, located in Palikir, Pohnpei, FM 96941.

#### Objective/Purpose of the Assignment:

The REDP Project Assistant — Kosrae will provide support to the Asian Development Bank Renewable Energy Development Project (REDP) to assist in effective and timely project implementation. The REDP Project Management Unit (PMU) sits within the FSM Department of Resources and Development Energy Division (DoRD) in Palikir, Pohnpei, and is headed by a National Coordinator, who reports to the Assistant Secretary for Energy. The PA will be based in Kosrae and will work directly with and report to the NC on identified actions and assignments to be undertaken. The PA role should be familiar with key stakeholders in the energy sector in the State, have good communication skills and be able to provide complete and comprehensive reports on a regular basis and as requested. Some travel may be required.

#### **Duties & Responsibilities:**

Assist the FSM Department of Resources and Development (DoRD) in implementing FSM REDP including:

- a) Proactively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- b) Maintain project correspondence and communication;
- c) Collect, register and maintain all information on project activities;
- d) Advise on in-state progress, issues and safeguards covenants;
- e) Contribute to the preparation of progress reports;
- f) Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities;
- g) Undertake meetings with key stakeholders and provide minutes from the meetings; h) Provide support to international

consultants in the implementation of their tasks for the achievement of project results;

- i) Assist in logistical organization of meetings, training and workshops;
- j) Assist in the preparation of workshops, trainings and other capacity building exercises to facilitate development of gender strategies;
- k) Assist the REDP NC in the development and implementation of a Stakeholder Engagement Strategy;
- l) Support and participate in REDP site visits;
- m) Participate in trainings and workshops to develop professional capacity; n) Assist and provide inputs to ADB missions;
- o) Assist the DoRD to prepare project audit reports;
- p) Assist the DoRD to prepare periodic progress reports and safeguard monitoring reports, as well as the project completion report as required by ADB; and
- q) Other duties as assigned.

#### Required Qualifications, Skills and Experience:

- 1. Graduate from an accredited College or University with a Bachelor's degree in sustainable development, economics, international relations, engineering, or political science is preferred.
- 2. Appropriate qualifications and/or experience in Project Administration, Stakeholder Engagement and Report Drafting;
- 3. At least two (2) years' work experience in a relevant area;
- 4. Demonstrated project administration and financial reporting experience and organizational capacity;
- 5. Previous experience/familiarity with ADB (or other donors) would be an asset:
- 6. Previous experience/familiarity with renewable energy initiatives would be an asset;
- 7. Good analytical skills, good interpersonal and communication

skills, good computer skills; 8. Fluent in English, fluency in local FSM major language.

#### Salary:

The annual salary is \$20,800 per annum, depending upon the qualifications of the applicant.

#### To Apply:

Submit application, resume via mail or email to the following addresses: Department of Resources & Development

P.O. Box PS-12 Palikir, Pohnpei FM 96941

Email: dhenry@rd.gov.fm Office of

FSM Personnel Office

P.O. Box PS-35 Palikir, Pohnpei FM 96941

Email: personnel@personnel.gov.fm

The office of Personnel will be accepting application/resume from May 29, 2025 until filled.

THE FSM IS AN EQUAL OPPORTUNITY EMPLOYER

### Behavioral Risk Factors Surveillance System (BRFSS) Program Assistant (FSM DHSA) — Pohnpei [open until filled]

The Government of the Federated States of Micronesia is seeking a well-qualified individual to fill the position of **Behavioral** 

Risk Factors Surveillance System (BRFSS) Program Assistant in the Department of Health and Social Affairs.

#### <u>Duties & Responsibilities:</u>

The Program Assistant will play a key supporting role in the successful coordination and implementation of surveyor training and related program activities. Under the direction of the Program Coordinator, the Assistant will be responsible for the following duties:

- Assist in the preparation and organization of surveyor training session;
- Prepare and format documents, training materials and reports as required;
- Support communication efforts by drafting and scheduling social media posts and assisting in developing of campaign materials;
- Coordinate local errands, such as obtaining quotations and sourcing supplies from vendors;
- Provide general support during training sessions including venue set up and coordination assistance;
- Carry out other services as my required
- Perform other duties as assigned.

#### **Qualification Requirements:**

Graduation from a high school plus at least one (1) to two (2) years of work experience in a related field such as public health, communications, administrative support, community outreach, or data collection.

#### <u>Salary:</u>

The Salary of \$15, 0000 per annum or higher, depending on qualifications and experience.

<u>To Apply</u>: Submit resume or application by mail to the following addresses:

Office of Personnel	Department of Health & Social Affairs
P.O. Box PS-35	P.O. Box PS-70
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691) 320-2619/2643
Email: <pre>personnel@personnel.gov.fm</pre>	Email: <u>health@fsmhealth.fm</u>

The Office of Personnel will be accepting application/resume from today May 28, 2025 until filled.

#### THE FSM AN EQUAL OPPORTUNITY EMPLOYER

## Executive Director-(NORMA, FSM)-Pohnpei -[open until filled]

The Government of the Federated States of Micronesian (FSM) seeks well-qualified individual to fill the position of Executive Director at the National Oceanic Resource Management Authority (NORMA) Office, FSM National Government. The Executive Director (ED) is appointed by and reports directly to the NORMA Board of Directors and is responsible for the strategic leadership, effective management, and operational oversight of the Authority in accordance with Title 24 of the FSM Code and all other relevant laws, regulations, and international obligations.

#### **Duties & Responsibilities:**

Key responsibilities include:

- •Serve as the chief executive of NORMA, responsible to the Board of Directors for the implementation of Title 24 and all other regulations and obligations of NORMA.
- •Provide strategic and operational leadership for the effective and efficient management of NORMA, including oversight of financial planning, budgeting, and resource mobilization.
- •Ensure all NORMA staff carry out their duties and responsibilities as outlined in their Position Descriptions and in accordance with organizational standards.
- •Oversee and ensure that all divisions adhere to NORMA' policies and procedures, and coordinate regular reporting and performance tracking against the Strategic and Corporate Plans in collaboration with the Deputy Director.
- •Lead the valuation and allocation of fishing rights in NORMA's Exclusive Economic Zone (EEZ) in alignment with national interests and sustainable resource management principles.
- •Prepare negotiations briefs and provide strategic advise to Board on all fisheries access negotiations along with the NORMA Board of Directors ensuring that outcomes are in the best interest of the nation and maximize economic benefits.
- •Administer and monitor all foreign and domestic fishing agreements, including revenue collection, compliance, and enforcement of penalties, with special attention to the effective implementation of the Vessel Day Scheme (VDS).;
- •Coordinate closely with the state governments and other branches of the national government to support development initiatives and to provide timely and accurate information and data on NORMA's fisheries management and development activities.
- •Serve as the primary spokesperson for NORMA, including providing testimony to the FSM Congress, State legislatures, and other forums on matters concerning the Authority's activities, programs and performance.

- •Represent NORMA and the FSM at national, regional and international meetings, negotiations, and technical forums, promoting FSM's interests in sustainable fisheries management and development.
- •Liaise and coordinate support from non-governmental organizations and inter-governmental organizations in support of FSM's fisheries management and development programs
- •Lead FSM delegations to sub-regional and regional fisheries meetings on fisheries management and development;
- •Perform other duties as assigned by the NORMA Board of Directors.

•University degree in Public Administration, Business Management, Public Service or equivalent

Specialized training and/or certification in various fisheries management systems is desirable

- •Senior level experience in public or private sector management;
- •Five (5) or more years of experience in fisheries and/or Pacific Island administrations is desirable.

#### Salary:

The Salary range is \$60,000 per annum depending on qualifications and experience.

#### To Apply:

Submit resume or application by mail to the following addresses:

### National Oceanic Resource Management Authority Office of Personnel

P.O. Box PS-35

P.O. Box PS-122

Palikir, Pohnpei FM 96941

Palikir, Pohnpei FM 96941

Phone: (691) 320-5181/2700

Phone: (691) 320-2618/2642

Email: moria.joseph@norma.fm

Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting application/resume from today April 09, 2025until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

# National Invasive Alien Species Coordinator (NIASC) - (FSM DoRD) - Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeking well qualified individuals to fill the position of **National Invasive Alien Species Coordinator (NIASC)** at the Department of Resources & Development, FSM National Government.

#### **Introduction**:

This is a national-level position under the supervision of the Plant & Animal Quarantine Specialist and the broader leadership of the FSM Department of Resources & Development (DRD). The selected candidate will be responsible for national-level coordination of invasive alien species (IAS) prevention and management, supporting both national and state priorities. This newly created role is expected to evolve to provide essential coordination services, working closely with FSM DRD and partnering entities at national, state, local, and regional levels.

#### **Key Duties & Responsibilities:**

Key responsibilities include developing and expanding the National Invasive Alien Species Coordinator (NIASC) role, supporting national and state partners in addressing IAS concerns, and contributing to FSM's IAS prevention and management efforts. The candidate will also assist the Regional Invasive Species Council (RISC) and its FSM members. Travel within FSM and the region may be required. Additionally, the candidate must be willing and able to receive training and perform quarantine related activities as needed, meeting all requirements set by the Plant & Animal Quarantine Specialist. Regular reporting, professional presentations, and the management of national IAS platforms, such as the Quarantine Services website, will also be expected. As the role develops in its first year, additional duties may be assigned, with the candidate playing a key role in refining and strengthening the position's scope and impact.

#### Required skills & expertise:

- Knowledge of IAS including of the species that cause impacts currently in the FSM as well as those which threaten the FSM,
- Prior experience in development and coordination of a program is preferable,
- Professional demeanor and capable of building positive working relations with a wide variety of individuals and offices,
- Able to work directly with the public, as well as a variety of partnering entities at various levels,
- Ability to plan, organize, and implement work,
- Information compilation, report development and presentation skills are essential,
- Ability to document work efforts including regularly reporting on actions undertaken,

- Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests
- Ability to work as part of the Quarantine Services team and implement directions from leadership is essential,
- Ability and willingness to travel as needed amongst the States and possibly internationally to advance programmatic needs, conduct general work, and represent the service is essential,
- Ability and willingness to join field teams for IAS field work efforts is essential,
- Fluency in English is essential and with working knowledge of one or more local languages preferable,
- Demonstrates integrity and ethical standards,
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability,
- Ability to learn skills required of Quarantine Services personnel and implement appropriate actions in the field in support of biosecurity efforts is essential,
- The ideal candidate will demonstrate a passion and genuine interest in supporting the prevention and management of IAS within the FSM
- Perform other duties as required.

Graduated from accredited College or University with a degree in Biology, Marine Ecology, Environmental Science, Natural Resource Management, or related field plus two (2) years of work experience in environmental field.

#### <u>Salary:</u>

The Salary range is \$20,000 per annum depending on qualifications and experience.

<u>To Apply</u>: Submit application, resume, and other credentials to the following addresses:

Office of Personnel	Department of Resource & Development
P.O. Box PS-35	P.O. Box PS-12
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691) 320-5133
Email: <pre>personnel@personnel.gov.fm</pre>	Email: <u>fsmrd.gov.fm</u>

The Office of Personnel will be accepting application & resume from today March 28, 2025 until filled.

#### THE FSM AN EQUAL OPPORTUNITY EMPLOYER

## Senior Fisheries Economist (NORMA, FSM) Pohnpei [open until filled]

The Government of the Federated States of Micronesian (FSM) seeks well qualified individuals to fill the position of **Senior Fisheries Economist** at the National Oceanic Resource Management Authority (NORMA) Office, FSM National Government.

#### **Key Duties & Responsibilities:**

- •Thoroughly review regional and national reports on fisheries management and development;
- •Utilize economic models to, inter alia, estimate catch values and profitability of fishing fleets. Use this analysis to provide clear and relevant economic recommendations to NORMA management;

- Compile a set of economic indicators for the national tuna fisheries sector based on international standardized methodologies;
- •Use these indicators for reporting obligations on economic information about the tuna sector to national, sub-regional, regional and international organizations;
- •Undertake or assist with economic research activities in collaboration with SPC, FFA and PNAO as needed;
- •Assist in providing economic analysis of fisheries development plans and other NORMA collaborative economic research activities as needed;
- •Prepare briefs for NORMA management for access negotiations with distant water fishing nations with analysis of catch values and profitability of fleets for comparison with proposed access charge;
- •Undertake analysis of options to increase returns through pooling days with other PNA members and the use of tender or auction systems;
- •Collect and collate operational and economic data on domestic and locally based fishing vessels on a regular basis;
- •Analyze the economic contribution made by domestic and locally based vessels, and develop recommendations on concessionary access fees and/ or other public support;
- •Review and provide recommendations on the feasibility, costs and benefits of (public and private) investment proposals in the tuna sector, including onshore developments;
- •Assist in preparing reports to the NORMA Board, and other bodies on the economic aspects of the fishery and returns achieved:
- Prepare monthly and other required reports to management;
- •Evaluate the economic impact of fisheries conservation proposals and declared Marine Protected Areas;
- •Liaise closely with economists working for FFA and PNAO for mentoring and support;

- •Assist with representing NORMA at relevant meetings to secure economic well-being of FSM in the fisheries sector;
- •Supervise Assistant Economist/Market Analyst and any other staff or project workers engaged with this Division;
- Perform other duties as assigned.

Graduated from accredited College or University with a Bachelor's degree in Economics or related field plus five (5) years of work experience in fisheries and/or Pacific Administration is desirable.

#### Salary:

The Salary range is \$45,000 per annum plus COLA depending on qualifications and experience.

**To Apply**: Submit resume or application by mail or email to the following addresses:

Office of Personnel

National Oceanic Resource Management Authority

P.O. Box PS-35

P.O. Box PS-122

Palikir, Pohnpei FM 96941

Palikir, Pohnpei FM 96941

Phone: (691) 320-2618/2642

(691) 320-5181/2700

Email: personnel@personnel.gov.fm

Email:

Phone:

moria.joseph@norma.fm

The Office of Personnel will be accepting application/resume from today March 26, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

# United Nations Populations Fund (UNFPA) Reproduction & Health Coordinator (DHSA, FSM) — Pohnpei [open until filled]

It is the policy of the FSM National Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

#### **POSITION AND SALARY:**

United Nations Populations Fund (UNFPA) Reproduction & Health Coordinator

PL-36/1

\$862.12 + \$40.00 B/W = 902.12 B/W

This is to minimum rate at step one of the grades. Higher rates may be authorized in cases of hard-tofill positions where it is appropriate to the qualification of the appointee.

#### **LOCATION:**

Department of Health & Social Affairs FSM National Government Palikir, Pohnpei FM 96941

#### **DUTIES (ILLUSTRATIVE ONLY):**

Responsible for providing financial planning, cost analysis, accounting and fiscal record keeping management services for FSM

MCH/FP Title X/UNFPA programs, consolidates budget requests from States during the year, prepares expenditure plans and allotments for the different programs, oversees expenditures and advises the Chief Program Manager of potential problems and possible solutions, develop and maintain a complete filling system for federal programs (MCH/FP/UNFPA), implement programs the State level, conducts regular and period review of financial report to ascertain that transactions have been properly executed, processes and expedites requests from the States for requisitions and found authorization; Assist the National EHDI Program Coordinator to consolidate budgets received from the States during the year for executed, processes and expenditure plans and allotments for the States EHDI Programs; Develops and maintains a complete file system for EHDI Program activity; Conduct regular and periodic review of financial reports to ascertain that all transactions have properly executed as outlined in the Financial Management System; Process expedites requests from the States for requisitions and fund authorizations as well as short-term contract services; Prepare travel authorizations, plans and schedule trips and make necessary airline, hotel and car rental reservation for the mentioned programs; Monitoring the EHDI funding at the FSM States and National Government and provide a report to the National EHDI Coordinator and/or Secretary of Department of Health and Social Affairs; Performs other assignments and tasks as assigned by the National EHDI Coordinator and Secretary of Department of Health and Social Affairs; Assist the National State System Development Initiative (SSDI) Program Coordinator to consolidate budgets received from the States during the year of the SSDI Program; Prepare expenditure plans and allotments for the States SSDI Programs; Develops and maintains a complete file system for SSDI Program's activity; Process and expedites requests from the States for requisitions and fund authorizations as well as short-term

contract services; prepare travel authorizations, plan and schedule trips and make all necessary airline, hotel and car rental reservations, for the mentioned programs; work with FSM Department of Finance and Administration to make sure FFR's for the programs are submit to the Grantor Agency on time and perform other duties as assigned.

#### QUALIFICATION REQUIREMENTS:

Graduation from a recognized college or university with a Associate's degree in Accounting or Business Administration or related field plus two(2) to three (3) years of work experience in financial management or accounting.

Secure Application Forms From and Return to FSM National Government Personnel Office

or send your application, resume, along with other credentials to the below email address: personnel@personnel.gov.fm