

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.

Duties & Responsibilities:

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.

Salary:

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

To Apply: 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: personnel@personnel.gov.fm	Email: health@fsmhealth.fm

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

THE FSM AN EQUAL OPPORTUNITY EMPLOYER