

Cancer Program Assistant (FSM Department of Health and Social Affairs) Pohnpei [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Cancer Program Assistant**, FSM National Government at the Department of Health & Social Affairs.

Duties & Responsibilities:

Assist in planning, organizing, and monitoring cancer program activities; Maintain accurate records and reports for program performance and compliance; Support data collection, entry, and analysis for cancer-related indicators; Coordinate meetings, training, and outreach activities with state health terms; Provide administrative support, including correspondence and documentation; Collaborate with partners and stakeholders to strengthen cancer prevention efforts.

Qualification Requirements:

Graduated from an accredited college or university with a Bachelor's degree in Public Health, Health Administration, or a related field, plus three (3) years of work experience in related areas. Must possess strong organizational and communication skills; be proficient in Microsoft Office applications; demonstrate the ability to work independently and as part of a team; and experience in health programs or data management is an advantage.

Salary: A Salary range from \$18,000- \$20,000per annum depending upon the qualifications of the applicant.

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 December 11, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER