Project Manager (FSM Department of Health and Social Affairs) Pohnpei [open until filled]

The Government of the Federated States of Micronesian (FSM) seeks well qualified individuals to fill the position of **Project Manager,** FSM National Government at the Department of Health and Social Affairs.

The Project Manager serves as the primary manager of the CARE FSM Project Management Unit, responsible for ensuring all project outputs, activities, work plans, and budgets are delivered on time, within scope, and in compliance with UNDP and DHSA standards. The incumbent provides strategic coordination across national and state-level stakeholders, manages the deployment of health professionals, and leads community engagement and monitoring efforts throughout FSM's outer islands.

Duties & Responsibilities:

Develop, update, and implement the Annual Work Plan (AWP) in consultation with DHSA leadership, UNDP, and state health departments; coordinate all project activities under improving primary health care facilities and enhancing human resource capacity and service delivery, including dispensary renovation, telehealth installation, health professional deployment, and Training of Trainers workshops; ensure timely procurement of goods and services in accordance with UNDP/DHSA procurement rules; prepare terms of reference for contractors, consultants, and service providers; maintain the project's risk register and implementation schedule; identify and escalate issues to direct

supervisor or Project Board as required; oversee handover ceremonies and milestone events for completed facility works; act as the principal liaison between DHSA, UNDP Pacific Office, state health departments (Chuuk, Yap, Pohnpei, Kosrae), and international partners including the India-UN Development Partnership Fund; facilitate Project Board meetings at least annually; prepare agendas, minutes, and decision briefs; coordinate with FSM's Departments of Transportation, Finance, and Resources & Development on cross-sector project requirements (transport scheduling, duty waivers, solar installations); maintain productive relationships with UN sister agencies (WHO, UNICEF, UNFPA, UNV) and development partners (ADB, World Bank, JICA) to avoid duplication and build synergies; lead community engagement processes at target outer-island sites, including participatory planning consultations with traditional leaders and community health committees. Oversee the Training Needs Assessment across all four states; commission curriculum development and facilitate the national ToT workshop; ensure training materials are adapted to local languages and cultural contexts; coordinate printing and distribution of job aids and reference booklets; establish and monitor the post-training mentorship and follow-up system for health assistants across outer islands; collect and analyze project results data against the Results and Resources Framework (RRF) indicators on a quarterly basis; disaggregate data by sex, age, and location; prepare quarterly and annual progress reports in the India-UN Fund reporting template for submission to the Project Board, UNDP, and UNOSSC; document good practices, lessons learned, and South-South cooperation examples for dissemination through UNDP/UNOSSC channels; implement UNDP's Social and Environmental Standards monitoring requirements and maintain compliance with HACT obligations; implement the project communications plan, ensuring all public materials (press releases, social media, event signage) appropriately credit the India-UN Development

Partnership Fund and the Government of India; coordinate media events, ribbon-cutting ceremonies, and stakeholder briefings; liaise with the Indian Embassy (Philippines, covering FSM) and UNOSSC as required.

Qualification Requirements:

Bachelor's degree in Public Health, Business Administration, Project Management, Social Sciences, or a closely related field. A Master's degree is an advantage plus Minimum two (2) years of progressively responsible experience in project or programme management, preferably in the health sector or international development context.

Salary: A Salary range from $27,000- $30,000 per 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

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Thank you for your response.

Name(required)

⚠

Email(required)

⚠

Website

⚠

Message

⚠

Submit

The Office of Personnel will be accepting application/resume from today July 7, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER