Clinical Psychiatrists (FSM Department of Health and Social Affairs) Pohnpei, Chuuk, Yap, & Kosrae

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill four (4) positions for Clinical Psychiatrists. The positions are located in Pohnpei, Chuuk, Kosrae, and Yap, under the Department of Health and Social Affairs of the FSM National Government.

<u>Duties & Responsibilities:</u>

The Clinical Psychiatrist will be attached to the FSM Behavioral Health and Wellness Program and will serve as the lead in providing treatment of mental illness disorders, including bipolar disorder, schizophrenia, anxiety disorders and additions. Duties include but not limited to the following:

- Evaluate, diagnoses and treats patients with mental disorders:
- Provides counseling or therapy to clients and families;
- Prescribes medications for the control and prevent of condition of clients;
- Designs individualized treatment plan for clients;
- Provides professional testimony/opinion over clients mental health conditions in court and during other legal proceedings, as needed by the FSM Department of Health and Social Affairs of the Government of the FSM; and
- Provide leadership support and technical training to local staff to improve their capacity and competency in dealing with mental health illness;
- Perform other duties as assigned.

Qualifications Requirements:

Graduation from an accredited college or university with a medical degree, completion of psychiatric training, and licensure as a clinical psychiatrist by the appropriate authority in the country of residence. Must have at least two (2) years of experience providing psychiatric care services to both pediatric and adult patients.

Salary:

The salary range is from \$45,000 to \$60,000 per annum, depending on the qualifications of the applicant

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

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

The Office of Personnel, FSM will be accepting application/resume from December 1, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Public Health Infrastructure Grant Program Assistant (FSM DHSA) Yap [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill the position of **Public Health Infrastructure Grant Program Assistant**, based in **Yap** within the **FSM National Government**, **Department of Health and Social Affairs**.

<u>Duties & Responsibilities:</u>

To provide assistance to the Workforce Director in research, perform general administrative duties for the program; responsible for sourcing and securing price quotations from vendors; responsible for processing of miscellaneous payment requests, purchase requisitions, travel authorizations, contracts, personnel actions, job orders, outgoing communications, and other program administrative paper works; responsible for maintaining daily ledger of all program accounts, periodic reconciliation, and processing of FFR, FSR and draw-down with Finance and responsible for filing and maintaining a good record system.

Qualifications Requirements:

Graduation from two years college with AS Degree in business or administrative-related field plus 2 years of experience in accounting and/or office administrative related work; good computer skills with high efficiency in Microsoft Office; ability to use general office equipment; good English-written and oral communications skills; strong organization skills; must be energetic, dependable, and punctual; ability to work well with others; high integrity and ethics.

Salary:

A Salary range from \$19,000.00 to \$24,000.00 per annum depending upon the qualifications of the applicant.

<u>To Apply:</u> Submit your resume or application by mail, or email to these addresses:

Personnel Office

Dept. of Health & Social Affairs

P.O. Box PS-35

P.O. Box PS-70

FSM National Government

FSM National

Government

Palikir, PohnpeiFM 9694l

Palikir,

Pohnpei FM 96941

Phone No. 320-2618

Phone

No. 320-2619/1643

Email: personnel@personnel.gov.fm

Email:

health@fsmhealth.fm

The Office of Personnel, FSM will be accepting application/resume from November 12, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Grant Financial Manager (FSM DHSA) Pohnpei [open until

filled]

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

<u>Duties & Responsibilities:</u>

Assist the Program Manager for Cancer Unit in planning of the consultant work activities in the FSM (4) FSM States; Attends local and off-islands meetings and conferences related to any of this program; Performs other assignments and task as assigned by the Program Manager for the Cancer Unit and/or the Secretary, FSM Department of Health and Social Affairs; Coordinate with state NCD programs to ensure effective distribution and utilization of funds; Monitor and manage program budgets in compliance with funding guidelines and government policies; Prepare detailed financial reports, projection, documentation for audits; Assist with procurement and grant tracking activities; Support program leaders in financial planning, analysis, and strategic decision-making; Consolidates budget request received from the stated during the year; Prepare expenditures plan allotment for the different programs; Develops and maintains a complete file for 1 (1) each federal program; (2) activity of the NCD, Tobacco & Diabetes programs; Conducts regular and periodic review of financial reports to a certain that all transactions have been properly executed as outlined in the FSM Financial Management Regulations; Assist the NCD, Tobacco, Diabetes programs in grant application; Monitoring of NCD, Tobacco, Diabetes programs funding in the FSM and the National Government, and provide a report to the Program Manager; Coordinate with the State NCD programs; Monitor and manage budgets in compliance with funding guidelines and government policies; assist with procurement and grants tracking

activities.

Qualification Requirements:

Graduation from an accredited college with Bachelor Degree in Accounting or Business Administration; Minimum of three (3) years of experience in financial management, preferably within a public health or development program context; Familiarity with government and donor funding procedures. Strong Skills in Excel, Budgeting software, and financial systems with excellent communication, coordination, and analytical abilities.

<u>SALARY:</u> A Salary range from \$26,000 to 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: <u>health@fsmhealth.fm</u>

The Office of Personnel will be accepting application/resume from today October 16, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Expired: Accountant I (Office of MiCare) Pohnpei [closing date: November 16, 2025]

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

POSITION AND SALARY:

Accountant I

PL-24/1

\$507.63 B/W + \$40.00 COLA = \$547.63

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

LOCATION:

MiCare FSM National Government Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Prepares periodic analysis of premiums for short/over contributions; In charge of preparing billing statements to all practicing entities/individuals to ensure timely collection of premiums; Responsible for the collection of account receivables; Maintains adequate filing and retrievable system on all members' premium contributions; Prepare letters and notices to participating group accounts and individual members with overdue premiums; Prepare a notice of termination to individual accounts and agencies; Prepare payroll reimbursement to FSM National

Government; Assists in inputting medical claims from different network off-island providers; Perform other duties as assigned.

Qualification Requirements:

Graduation from a two-year college with a degree in accounting or a related field, plus one (1) year of experience comparable to an Accountant Technician I. Must possess strong computer skills and be proficient in software and database applications such as Microsoft Word, Excel, Access, Outlook, and PowerPoint. Must demonstrate strong communication skills (oral, written, and active listening), the ability to operate standard office equipment, and the ability to work effectively both independently and as part of a team.

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

Medical Laboratory Technologist (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>Medical</u> <u>Laboratory Technologist</u> who will be based at the Pohnpei State Department of Health Services. Pohnpei FM 96941.

Duties & Responsibilities:

- Performs microbiological testing- culture, identification, and antibiotic susceptibility testing. Manages the antibiogram and quality control procedures to ensure accuracy of test results.
- Performs molecular testing on infectious diseases using closed PCR platforms (Biofire and GeneXpert). Ensure validation and verification processes are completed for a new testing parameter.
- Maintain stocks and supplies inventory for microbiology and molecular sections, and place orders in a timely manner.
- Adhering to laboratory safety protocols and maintaining a clean and organized lab environment, and promoting a lab safety culture.
- Maintain microbiology laboratory equipment: cleaning, sterilizing, and calibrating instruments to ensure accurate results, including documentation.
- Ensure patient samples are analyzed in accordance with established testing standards, revise and update Standard Operating Procedures (SOPs) and related documents in line with ISO15189:2022.
- Assist the laboratory management with LQMS audits of the laboratory processes and facility environment to ensure compliance with SOPs and ISO 15189:2022.
- Ensure all laboratory data is maintained in the Laboratory Information System (HCLAB) and have a comprehensive knowledge as a user, and be able to train other users.
- Work with the laboratory manager for capacity building of laboratory staff, ensuring skills and knowledge are gained, and competency assessments are done with documentation.
- Collect and provide data required for laboratory

surveillance of notifiable diseases, other infectious diseases, and Healthcare-Associated Infections for monitoring of antibiotic resistance patterns.

- Work closely with the IPC/HAI and surveillance teams of the State Health Services. Support outbreak investigations and assist the EpiNet team, Antimicrobial Resistance Committee, and Infection Prevention & Control Committee.
- Assists with other duties when needed

Qualification Requirements:

Graduation from an accredited college or university with a Bachelor's Degree in Medical Laboratory Science (BMLS) with 3-5 years of work experience in the medical laboratory, microbiology, and molecular diagnostics.

Salary:

A salary range of \$25,000 to \$30,000 (including COLA and fringe benefits per annum), depending on the applicant's qualifications and experience.

To apply: Send resume, 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: health@fsmhealth.fm

Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting applications from **September 19, 2025** until filled.

THE FSM IS AN EQUAL OPPORTUNITY EMPLOYER

Rheumatic Heart Disease Nurse Coordinator (FSM Department of Health and Social Affairs) Chuuk [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks a well-qualified individual to fill two(2) positions for **Rheumatic Heart Disease Nurse Coordinator** based in Chuuk State under the Department of Health & Social Affairs, FSM National Government, Palikir, Pohnpei FM 96941.

Overview:

The RHD Nurse is a graduate nurse with responsibilities in the RHD program to assist and coordinate all activities related the RHD prevention and management of RHD patients. Duties are performed in accordance with FSM Standards of Nursing Practice and established DHS policies and procedures. The RHD Nurse works under the supervision of the Chief of Primary Health Care and reports to the MCH Program Coordinator and Public Health Nurse Supervisor for all matters concerning the RHD and other related services. The detail scope of work is as follows:

Duties & Responsibilities:

- Assists and coordinate all activities related to RHD.
- Maintains a complete record of all RHD patients.
- Ensure all RHD patients are followed up and adhering to their preventive treatment regimens.
- Set up follow-up schedule for visiting cardiologist.
- Organize and prepare patients for referral to cardiology centers.
- Assists physicians screening and diagnosing RHD.
- Participates in School Health Programs and screening of students.
- Ensures adequate medications and supplies for the RHD Program.
- Assist develop RHD screening and management guideline.
- Assists the MCH Program coordinator collect and compile reports.
- •Writes request forms for cardiac echocardiogram, laboratory tests, US and X-rays for RHD patients and follow-up results.
- Administers Bicillin shots as prescribed.
- Collects/returns client's charts from/to Medical Records.
- Participates in community awareness and education activities.
- Participates in Field Trips to the Outer Islands.
- Participates in other Public Health programs as assigned.

Divisional:

- Attends all Public Health meetings.
- Attends all relevant CE programs for Public Health staff.
- Works after hours and weekends, when assigned.
- Follows all relevant DHS policies and procedures.
- Participates in the DHS QA Program by maintaining an optimum standard of client services and continually seeking to improve standards.
- Performs cleaning assignments to maintain a clean and

- organized Public Health environment.
- Receives an annual Performance Appraisal from the Chief of Public Health.
- Performs other duties assigned

Personal:

- Observes Public Health uniform policy.
- Maintains a high standard of personal hygiene and grooming.
- Practices good work ethic.
- Works harmoniously and co-operatively with Public Health staff and other DHS units for maximum health care outcomes for patients/clients.

Qualification Requirements:

Graduated from an accredited college or university with a Bachelor's degree in Nursing and at least two (2) years of experience in related field.

<u>Salary:</u>

Salary range is from \$25,000 to a maximum of \$30,000 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 Resource & Development
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: <u>health@fsmhealth.fm</u>

The Office of Personnel will be accepting application/resume

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Cancer Program Coordinator (FSM DHSA) Pohnpei [open until filled]

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

Duties & Responsibilities:

Coordinate the development, implementation, and review of the NCCP; Provide strategic support to state cancer coordinators for aligned cancer prevention and early detection efforts; Oversee national cancer surveillance and ensure timely and accurate data collection from state programs; Support the integration of cancer services within primary health care and referral systems; Lead planning of public outreach and education campaigns on cancer risk reduction; Facilitate capacity building and technical and technical assistance to state terms; Monitor program performance and submit regular progress reports to the NCD Medical Director; Represent the national Cancer Program in Multi- Sectoral platforms, technical working groups, and regional/ international meetings.

Qualification Requirements:

Graduation from an accredited college or university with a Bachelor's degree in Public Health, Nursing, or a related health field. At least three (3) to five (5) years of experience in public health programming, preferably in NCD's or cancer control; Demonstrated experience working with decentralized or multi-sectoral programs; strong leadership, coordination, and interpersonal communication skills. Familiarity with FSM's health systems, cultural contexts, and government health frameworks. Competence in program reporting, data management, and Microsoft Office tools.

<u>Salary:</u> A Salary range from \$28,000- \$32,000per annum depending upon the qualifications of the applicant.

<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 August 18, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Public Health and Health Emergency Program (PHHEP) Information Technology Assistant (FSM DHSA) Pohnpei [open until filled]

The Government of the Federated States of Micronesian (FSM) seeks well qualified individuals to fill the position of **Public Health and Health Emergency Program (PHHEP) Information Technology Assistant,** FSM National Government at the Department of Health and Social Affairs.

Duties & Responsibilities:

Maintain and provide IT work to the PHHEP Program before doing other program needs; In consultation with the Senior IT Consultant the Junior IT Specialist shall: Maintain the local area network in the hospital and other healthcare settings; Provide training of hospital and healthcare workers with basic understanding of the computer programs such as Microsoft words, excel and power point; Assist the Information Technology Consultant in installation of hardware and software's as directed by IT Consultant; Submit monthly and other reports to PHHEP Director and to the IT Consultant; Administer fsmhealth.fm e-mail support at respective local health department; Assist IT Consultant in managing and administering the fsmhealth.fm domain.

Qualification Requirements:

Graduation from an accredited college or university with at least an A.S degree in Computer science and two years of related experience; Familiarity with networking basics and concepts; Basic experience in Hardware maintenance and troubleshooting; basic knowledge of Microsoft Office suit.

<u>Salary:</u> A Salary range from \$21,800.00 per annum depending upon the qualifications of the applicant.

<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: personnel@personnel.gov.fm	Email: <u>health@fsmhealth.fm</u>

The Office of Personnel will be accepting application/resume from today July 30, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Public Health and Hospital Emergency Program (PHHEP) Finance and Administrative

Assistant (FSM DHSA) Pohnpei [open until filled] (

The Government of the Federated States of Micronesian (FSM) seeks well qualified individuals to fill the position of **Public Health and Hospital Emergency Program (PHHEP) Finance and Administrative Assistant,** FSM National Government at the Department of Health and Social Affairs.

Duties & Responsibilities:

Provide administrative support and provide financial planning and ensure efficient operation of the PHHEP Program; Provide budget details as required, prepare expenditures plans and allotments for the CDC PHEP and ASPR HPP and other PHHEP grants; oversee expenditures for the grants; Provide with routine financial and administrative tasks required of the PHHEP project; Provide and keep an electronic Financial Master Log on all PHHEP Program accounts, including PHEP and HPP Base grants and any additional supplemental or Crisis Response Grants and provide monthly updates and reconciliation of accounts to PHHEP Director; keep and maintain a complete tracking system for the CDC base fund and ASPR HPP funds and any other funds that may fall under the jurisdiction of the program as required by the grantor agency and the FSM Government; Provide and conduct regular and periodic review of financial reports to ascertain that all transactions have been properly executed; Provide with process and expedite State and National Requisitions, and fund authorizations, as well as short-term contractual services; Assist in the overall planning and implementation of the PHHEP program activities; Reconcile PHHEP program accounts with FSM Department of Finance records o a monthly basis; work closely with FSM Department of Finance to ensure all PHHEP program Finance Statement Reports are issued in a timely manner; Assist

the project Director in coordination PHHEP related activities and assist other PHHEP program staff with respective program matters; perform other work as assigned.

Qualification Requirements:

Graduation from an accredited college or University with a Bachelor Degree in Business Administration, Accounting or closely related fields plus three (3) years of work experience in financial and administrative work.

<u>Salary:</u> A Salary range from \$21,000 per annum depending upon the qualifications of the applicant.

<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 July 30, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

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;

Qualification Requirements:

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