

Secretary (FSM Department of Health and Social Affairs) Pohnpei

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:

Secretary

PL-20/1

\$427.24 B/W + \$40 COLA = \$467.24 B/W

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:

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

DUTIES (ILLUSTRATION ONLY):

Responsible for general secretarial and clerical work including answering telephone calls, setting-up meeting appointments, typing of documents and forms, copying, filing, preparing bi-weekly timesheets, posting and delivering mail and packages, etc. Responsible for inputting monthly data into database; Perform other duties as assigned by the Manager of the Environmental Health & Preparedness Unit.

Qualification Requirements:

Graduation from a High school with a diploma or equivalent; associate degree or higher preferred. At least two (2) years of clerical or administrative support experience; Demonstrated ability to manage office tasks such as filing, scheduling, and correspondence; Basic proficiency with office software (e.g., Microsoft Word, Excel, Email systems).

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

National Sports Coordinator (FSM Department of Health and Social Affairs) Pohnpei

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:

National Sports Coordinator

PL-38/1

\$954.69 B/W + \$40.00 COLA = \$994.69 BW

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:

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

DUTIES (ILLUSTRATION ONLY):

Organizes and coordinates national sports programs, tournaments, and competitions; supports the development and implementation of sports, physical activity, and physical Education (PE) policies, including the FSM Sports Act; promotes wellness and physical activity for public health and social development; works closely with state sports offices, schools, national federations, and partner agencies; provides technical support to youth, community, and school-based sports programs across the FSM; Assists with planning, budgeting, monitoring, and reporting of sports activities; ensures safeguarding, inclusion, and youth development standards are applied; and performs other related duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a Bachelor degree in physical, Sport Science, Health, Education, Social Science, or closely related field. At least three to five years' experience in physical education or sports related fields.

*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*

Strategic Prevention Framework – Partnerships for Success (SPF-PFS) Administrative 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 Strategic Prevention Framework – Partnerships for Success (SPF-PFS) **Administrative Assistant**, FSM National Government at the Department of Health and Social Affairs.

Duties & Responsibilities:

Provide general administrative and clerical support to program staff; Prepare correspondence, reports, meeting minutes, and maintain filing systems; Assist with purchase requests, payment processing, and expenditure tracking; Support grant reporting and maintain required documentation; Coordinate meetings, trainings, travel, and monitoring visits; Liaise with Finance, Procurement, and sub-recipients as needed; perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited University with an Associate's degree in Business Administration or related field. At least 2 years of administrative experience. Experience with grant-funded programs preferred. Proficient in Microsoft Office. Strong organizational and communication skills.

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 April 13, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Public Health Nurse (FSM Department of Health and Social Affairs) Chuuk [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking a well-qualified individual to fill the position of

Public Health Nurse at Chuuk State under the Department of Health and Social Affairs, FSM National Government.

Duties & Responsibilities:

Assist physician in providing primary health care services to one of the health dispensaries located in remote villages and islands in the FSM or at one four main state public health facilities; assist in managing of the overall operations of the dispensary/PH facility to include; maintaining inventory of medical supplies, lab test kits, pharmaceuticals, and other needed supplies to keep the dispensary operational, ensure all equipment (medical, communities, etc.) are in good working condition; submit inventory, incident, and other reports to the Chief of PH on a regular basis; assist with giving out vaccinations; provide public health awareness to the local communities on various public health issues; provide translations to non-native speaking physicians; other public health duties as assigned.

Qualifications Requirements:

Graduation from an accredited college or university with a Bachelor Degree in Nursing or at least two (2) of working experience as a nurse; local language speakers preferred but it is not a must; must be passionate and enthusiastic about helping communities; willingness to live in a schedule area with limited access to transportation, stores, or other normal urban amenities for long periods of time; willingness to go "local" and be immersed in a difference and lifestyle; ability to communicate and interact well with others; high integrity and ethics.

Salary:

The salary range is from \$25,000 to \$30,000 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: personnel@personnel.gov.fm	Email: health@fsmhealth.fm

The Office of Personnel, FSM will be accepting application/resume from April 13, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Expired: National Food Inspector (FSM Department of Health and Social Affairs) Pohnpei [closing date: 5/13/2026]

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:

National Food Inspector

PL-32/1

\$706.22 /W + \$40.00 Cola = \$746.22B/W

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:

Department of Health & Social Affairs

FSM National Government

Pohnpei, FM 96941

DUTIES (ILLUSTRATION ONLY):

Enforce requirements of the National Food Safety Act (PL-7-116) and DHS Regulation; enter any port to examine and take samples of the articles, examine anything which is capable of being used for such preparation, packaging, storage, sale or conveyance; detain and search any vehicle at any port of entry which is conveying any commercial food articles, and examine and take samples of any such articles; perform routine inspection of food facilities engage in receiving, storing, and preparation of food and food products for commercial imports and exports; investigate food complaints ranging from routine safety and quality problems to complex microbiological or chemical contamination problems; collect evidence of contravention of the National Food Safety Act and DHS Regulations, by collecting samples of suspected of food, obtaining statements from witness and preparing reports of such contravention; act as witness in support of the charges against offenders of National Food Safety Act and DHS Regulations and/or forma administrative proceeding, examines any books, accounts documents or other records that

could contain any relevant information about articles in accordance with the National Food Safety Act and DHS; assist in developing and implementing training programs in Sanitations Management and Hazard Analysis Critical Control Point (HACCP) for the food industry; assist state educate food handlers, student and community people hygienic practices and food labels; assists State Environmental Health conduct food inspections and food recall; and perform other duties as assigned by the immediate Supervisor or Secretary of the Department of Health and Social Affairs.

QUALIFICATION REQUIREMENTS:

Graduate from college or university with Associate in Arts or Bachelor of Arts degree with a concentration in Food Science/Health related field, and at least two (2) years of work experiences in food safety, sanitation, or other related field.

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

Behavioral Health and Wellness Program (BHWP) Finance Manager (FSM Department of Health and Social Affairs) Pohnpei

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **FSM Behavioral Health and Wellness Program (BHWP) Finance Manager,**

FSM National Government at the Department of Health and Social Affairs.

Duties & Responsibilities:

Responsible to oversees the financial and administrative aspect of the FSM Behavioral Health and Wellness Program (FSM BHWP); manages the financial fund including of program expenditure report; prepares and submit financial status report to the FSM BHWP Director and the Coordinators; assist and guide the four BHWP field offices with respect to grant management and financial record keeping; coordinate and compile financial documents for budgetary formulation; prepares sub-grant financial status reports for review; coordinate reimbursement and payment request to the FSM National Finance; review and reconciles financial statements and balance sheet; track payroll, manages contracts and financial activities with project consultants; develop, implements and evaluates strategies to direct the agency's financial management; assist with facilitating year-end audit and positive audit outcome and conduct audit functions on a routine basis; and performs other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a bachelor's degree in Business Administration, Accounting or related field plus five (5) years of experience in financial work, auditing, federal grant management or finance.

Salary:A Salary range up to \$21,000 to \$26,450per annum depending upon the qualifications of the applicant.

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

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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 March 2, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Foreign Funded Project 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 **Foreign Funded Project Assistant**, FSM National Government at the Department of Health & Social Affairs.

Duties & Responsibilities:

To assist the DHSA A0 with processing of ADB and other

international projects-related payments, contracts, purchase orders, etc. and ensuring that everything is in compliance with the Financial Management Regulations; To file and keep good and accurate records of all ADB and other international projects-related documents which includes requests from states, copies of payment requests (MS, PR, invoices, etc.) contracts, meeting agendas/minutes, communications, grants and other financial awards, and all other relevant ADB and other international projects documents; To assist with keeping track of all ADB and other international project-related financial transactions for all accounts; updating the ADB and other international projects accounting ledgers; keeping track of expenses and encumbrances; keeping track of all incoming requests from the states and other and what have been processed and not documents; To assist with updating the FSM DHSA website and social media sites regarding ADB and other international projects; taking accurate meeting minutes, must be very dependable and ability to take instructions well and work independently, perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field, plus three (3) years of work experience in administration and operations management, preferably with budget and finance management experience. Strong interpersonal and communication skills; excellent report-writing skills, including grant writing experience; ability to follow instructions and work independently; strong proficiency in MS Office; thorough knowledge and experience with Financial Management Regulations; and a dependable work ethic.

Salary : A Salary range of \$24,000per annum depending upon the qualifications of the applicant.

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

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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 February 2, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Infection Preventionist (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 **Infection Preventionist**, FSM National Government at the

Department of Health and Social Affairs.

Duties & Responsibilities:

Provide advice on infection prevention, the use of PPE in a facility-based setting, and infection control measures; Conduct regular audits of infection prevention and control activities in health care facilities within the state, including Community Health Centers and dispensaries, as directed. Document and compile findings from audits for presentation to the infection prevention and control committee and the Espinet team. Prepare an improvement plan for Infection Prevention and Control activities based on audit findings; Assist in response to infectious diseases and Antimicrobial Resistance (AMR) outbreaks, including participating in field investigations to control the spread and improve infection control practices; Provide consultation, both on-site and remotely, on infection control activities for the State health services; Collect antibiotic consumption/usage data from the pharmacy as part of the antimicrobial stewardship and collate antimicrobial resistant organisms (AMRO) data from the laboratory; Develop and provide educational materials and training on a variety of infection prevention topics, including PPE use, hand hygiene, cleaning and disinfection, and surveillance methods; Participates in meetings and on committees and represents the department and hospital in community outreach efforts; Participates in multi-disciplinary quality and service improvement teams. Provide monthly reports to the National level- HAI/AR Coordinator and ELC Program Manager; Perform other related duties as required.

Qualification Requirements:

Graduation from an accredited College or University with a Bachelor's degree in Nursing plus 2-3 years of work experience in clinical settings/healthcare.

Salary:A Salary range from \$18,000- \$22,000per annum depending upon the qualifications of the applicant.

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

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P.O. Box PS-35	P.O. Box PS-70
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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 January 30, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Immunization Information System Coordinator (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 **Immunization Information System Coordinator**, FSM National Government at the Department of Health and Social Affairs.

Duties & Responsibilities:

Responsible for all technical aspects of the system administration for the immunization program at both national and four states including servers, applications, and database. This includes implementation, configuration, control, maintenance, troubleshooting, security, usage monitoring and the development of specialized system procedures of the FSMIIS; Assists and work with the immunization program manager in planning and the development of the (FSMIIS) functionality and reporting needs and requirements; Develop and update the FSMIIS Business Plan and Work Statement annually. Prepares and updates the Immunization Registry Business Plan in the grant application platform and the annual support and maintenance contract, Assist the immunization program manager to develop Contractual Services to Vendors on the scope of work on the system upgrades and enhancements for the FSMIIS; Liaise and work with the Immunization Registry Vendor on the upgrades and system enhancements of the FSMIIS; Determines and assesses the needs for staff training on the FSMIIS and submit request to the program manager and the Secretary of Health; Provides refresher trainings to the four FSM states immunization staff on the functionality, upgradation and enhancements for the FSMIIS; Provide technical support and assistance to the states on the system setback; Performs system security administration functions, including creating user profiles and accounts for the

FSMIIS; Monitors and manages system resources, including assessment of program computers need, CPU usage and backup systems; Performs or assist in troubleshooting and diagnosing problems and corrects identified problems; Assists, supervises and conducts data review on immunization surveys and campaigns using recommended program software; Responsible to work with the National Immunization program manager and states coordinators and other departments key staffs on system security planning, developing, and implementing security policies; Responsible for the overall system security administration functions, including upgrading; Work with the immunization Section Manager to plans, coordinates, implements educational and training programs to health care providers, data entry clerks and immunization program coordinators relative to the Webiz; Work with the Immunization Section Manager to develop policies and procedures to increase utilization of Webiz to include, Community Health Centers, Private Hospitals and Private Clinics; Work with CDC to ensure Webiz meets current and future immunization needs of Department of Health and Social Affairs Health indicators and goals; Work with the four FSM states to ensure that established levels of data quality are maintained; Directs hardware/software and needs assessment and develop with vendors information system; directs joint development of network operating standards; directs operation of program's Wide- Area Network (WAN); Serve as a liaison between the Department of Health/Immunization Program and hardware/software vendors (Caedus System Pty. Inc., and Envision Technology & Partners, Inc.) in the implementation and maintenance of the system; Work with the Immunization Section Manager to ensures compliance with the Center for Disease Control and funding agency guidelines governing Pediatric Immunization Registry; Coordinate Webiz activities with the four states immunization program to promote optimal implementation of program services. Coordinate the program training needs on the Webiz with vendor (Envision

Technology & Partners, Inc.); Participate in all pandemic preparedness planning activities; perform other related duties as assigned.

Qualification Requirements:

Graduation from an accredited University with a Bachelor degree in Public Health or Computer Science or related fields. He/She must have at least three (3) years of experience and excellent skills in Computer information System data registry and Information Technology. The applicant must be able to work as a part of a team.

SALARY: A Salary range from \$24,000- \$26,000per annum depending upon the qualifications of the applicant.

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

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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 January 6, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

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