

# **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:

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: <a href="mailto:personnel@personnel.gov.fm">personnel@personnel.gov.fm</a>	Email: <a href="mailto:health@fsmhealth.fm">health@fsmhealth.fm</a>

The Office of Personnel will be accepting application/resume

from today January 6, 2026 until filled.

**THE FSM AN EQUAL OPPORTUNITY EMPLOYER**

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# **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: <a href="mailto:personnel@personnel.gov.fm">personnel@personnel.gov.fm</a>	Email: <a href="mailto:health@fsmhealth.fm">health@fsmhealth.fm</a>

The Office of Personnel will be accepting application/resume from today December 11, 2025 until filled.

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# Public Health Physician (FSM Department of Health & Social Affairs) Chuuk, Kosrae & Yap [open until filled]

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the **four (4)** positions of **Public Health Physician** will bein Pohnpei, **Chuuk, Kosrae & Yap** in the FSM National Government at the Department of Health and Social Affairs.

**The Position:** Licensed physician to provide health care services to one of the health dispensaries located in remote villages and islands in the FSM: manage the overall operation of the dispensary to include; maintain inventory of (medical supplies, lab test kits, pharmaceuticals, etc.) are in good working condition, nurse the physical structure of the building is in good condition, submit inventory, incident, and other reports to DHS Director and Chief of PH on a regular basis; submit encounter reports to main state hospital on daily basis.

**The Incumbent:** Graduation from an accredited college or university with a MD, MBBS, or MO from FSM-recognized medical schools are preferred at least two(2) experience of working with small communities in rural settings; must be passionate about helping communities; willingness to live in a scheduled 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 different culture and lifestyle; ability to communicate and interact well with others; high integrity and ethics.

**Benefits:** A Salary range from \$45,000.00 to \$60,000.00 per annum (based on the qualification) depending upon the qualifications of the applicant.

**To Apply:** Submit your resume or application by mail, or email to these addresses:

Personnel Office

P.O. Box PS-35

FSM National Government Palikir, Pohnpei FM 96941 Phone No. 320-2618

Email: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

Dept. of Health & Social Affairs

P.O. Box PS-70

FSM National Government Palikir, Pohnpei FM 96941 Phone No. 320-2619/1643

Email: [health@fsmhealth.frn](mailto:health@fsmhealth.frn)

The Office of Personnel, FSM will be accepting application/resume from December 09, 2025 until filled.

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# Clinical Psychiatrists (FSM

# **Department of Health and Social Affairs) Pohnpei**

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill position for **Clinical Psychiatrist**. The position located in **Pohnpei** under the **Department of Health and Social Affairs** of the FSM National Government.

## **Duties & Responsibilities:**

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: <a href="mailto:personnel@personnel.gov.fm">personnel@personnel.gov.fm</a>	Email: <a href="mailto:health@fsmhealth.fm">health@fsmhealth.fm</a>

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

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# 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**.

## **Duties & Responsibilities:**

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.

**To Apply:** 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  
Government

Palikir, Pohnpei FM 96941

Pohnpei FM 96941

Phone No. 320-2618

No. 320-2619/1643

Email: [personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)

health@fsmhealth.fm

FSM National

Palikir,

Phone

Email:

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

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**Public Health and Health  
Emergency Program (PHHEP)  
Information Technology**

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

The Government of the Federated States of Micronesia (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.

**Salary:** A Salary range from \$21,800.00 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: <a href="mailto:personnel@personnel.gov.fm">personnel@personnel.gov.fm</a>	Email: <a href="mailto:health@fsmhealth.fm">health@fsmhealth.fm</a>

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

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# **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 **Public Health Infrastructure Grant (PHIG) Information Technology (IT) Support**

**Staff** 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.

**Duties & Responsibilities:**

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, mice, 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.

### **Salary:**

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.

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# **Health Informatics Analyst - (FSM DHSA)-Kosrae [ until filled]**

The Government of the Federated States of Micronesia is seeking a well-qualified individual to fill the position of **Health Informatics Analyst – Electronic Health Record (EHR)** in the Department of Health and Social Affairs' field office in Kosrae State.

## **Duties & Responsibilities:**

Utilize standard methodology and statistical tools to analyze, manipulate, and interpret large sets of data; Create standard summary tables, reports & analyses, ad hoc analyses, and analytical data sets; Identify potential process modifications, changes, or automation, to improve performance, quality, and efficiency; Analyze data sets and scripts to identify errors and other anomalies reported during data research; Collaborates with multi-functional teams across the enterprise and within department to develop solutions; Interacts, as needed, with various customers to understand requirements of requested reports and explain deliverables; Coordinates the implementation of logic and business rules into several platforms; Writes functional and technical specifications; Obtains and analyze raw data from multiple sources to perform core job duties and to

answer questions posed by internal/external customers; Performs duties to support data analysis and manipulation, reporting, and automation; Interacts with staff to clarify needs and in reviewing results. Obtains proper approvals on each of the deliverables; Troubles shooting of LIS interface; Work with IT team on project for standardized coding of laboratory data to appropriate standards such as LOINC and HL-7; Ensure efficiency of data collection of laboratory and epidemiological surveillance; Preparation of line lists and reports as required for outbreak response; Trouble-shooting of software and hardware related to laboratory information system; E.H.R System and all other health system; and Other duties as assigned.

**Qualification Requirements:**

Graduation from an accredited college or university with an Associate Degree in Mathematics, Computer Information Systems, Statistics, or a related field, plus three (3) to five (5) years of work experience in health informatics.

**Salary:**

The Salary range is \$18,000 to \$22,844 per annum 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: <a href="mailto:personnel@personnel.gov.fm">personnel@personnel.gov.fm</a>	Email: <a href="mailto:health@fsmhealth.fm">health@fsmhealth.fm</a>
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The Office of Personnel will be accepting application/resume  
from today June 5, 2025 until filled.

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# **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: <a href="mailto:personnel@personnel.gov.fm">personnel@personnel.gov.fm</a>	Email: <a href="mailto:health@fsmhealth.fm">health@fsmhealth.fm</a>

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

# **Public Health Infrastructure Grant Program Assistant (FSM DHSA) Chuuk [open until filled]**

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill two (2) positions of **Public Health Infrastructure Grant Program Assistant**. These positions will be based in **Chuuk** under the **Department of Health and Social Affairs of the FSM National Government**.

## **Duties & Responsibilities:**

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:**

Salary ranges from \$18,000.00 to \$24,000.00 per annum depending upon the qualifications of the applicant.

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

<b>Office of Personnel</b>	<b>Department of Health and Social Affairs</b>
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: <a href="mailto:personnel@personnel.gov.fm">personnel@personnel.gov.fm</a>	Email: <a href="mailto:health@fsmhealth.fm">health@fsmhealth.fm</a>

The Office of Personnel, FSM will be accepting application/resume from July 18, 2023, until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER