Health Informatics Coordinator (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>Health</u> <u>Informatics Coordinator</u> at the Department of Health & Social Affairs, FSM National Government, Palikir, Pohnpei FM 96941.

<u>Duties & Responsibilities:</u>

- Serves as the national coordinator for all E.H.R activities occurring at the state health services and collaborate with E.H.R analysts at each state hospital;
- Provide quarterly reports on the ELC reporting platform CAMP in a timely manner;
- Provide quarterly reports to the FSM DHSA when required;
- Make annual work plans and budgets on HIS grant application to CDC;
- Serve as a member of the FSM DHSA ELC governance team;
- Provide training and capacity building to state HIS analysts as required;
- Collaborates with multi-functional teams across the enterprise and within department to develop solutions;
- Coordinates the implementation of logic and business rules into several platforms used in the electronic system;
- Monitor and analyze raw data from each state health information system.
- Support duties on data analysis and manipulation, reporting, and automation to state level;
- Ensure efficiency and consistency of data collection of laboratory and epidemiological surveillance are relayed to

the national level:

• perform other duties assigned.

Qualification Requirements:

Graduation from an accredited college or university with the minimum of a Bachelor's degree in Health Informatics, Statistics, Information Technology, Mathematics or related field plus 5 years of work experience in health informatics.

<u>Salary:</u>

A salary range of \$20,000 to \$30,000 annually, depending on the applicant's qualifications.

To apply: Send resume, application by mail to the following addresses:

Department of Health and Social Affairs of Personnel

Office

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 application/resume from **June 6, 2025** until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

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

The Office of Personnel will be accepting application/resume from today June 5, 2025 until filled.

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.

<u>Salary:</u>

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

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

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

United Nations Populations Fund (UNFPA) Reproduction & Health Coordinator (DHSA, FSM) — Pohnpei [open until filled]

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

POSITION AND SALARY:

United Nations Populations Fund (UNFPA) Reproduction & Health Coordinator

PL-36/1

\$862.12 + \$40.00 B/W = 902.12 B/W

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

LOCATION:

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

DUTIES (ILLUSTRATIVE ONLY):

Responsible for providing financial planning, cost analysis, accounting and fiscal record keeping management services for FSM MCH/FP Title X/UNFPA programs, consolidates budget requests from States during the year, prepares expenditure plans and allotments for the different programs, oversees expenditures and

advises the Chief Program Manager of potential problems and possible solutions, develop and maintain a complete filling system for federal programs (MCH/FP/UNFPA), implement programs the State level, conducts regular and period review of financial report to ascertain that transactions have been properly executed, processes and expedites requests from the States for requisitions and found authorization; Assist the National EHDI Program Coordinator to consolidate budgets received from the States during the year for executed, processes and expenditure plans and allotments for the States EHDI Programs; Develops and maintains a complete file system for EHDI Program activity; Conduct regular and periodic review of financial reports to ascertain that all transactions have properly executed as outlined in the Financial Management System; Process expedites requests from the States for requisitions and fund authorizations as well as short-term contract services; Prepare travel authorizations, plans and schedule trips and make necessary airline, hotel and car rental reservation for the mentioned programs; Monitoring the EHDI funding at the FSM States and National Government and provide a report to the National EHDI Coordinator and/or Secretary of Department of Health and Social Affairs; Performs other assignments and tasks as assigned by the National EHDI Coordinator and Secretary of Department of Health and Social Affairs; Assist the National State System Development Initiative (SSDI) Program Coordinator to consolidate budgets received from the States during the year of the SSDI Program; Prepare expenditure plans and allotments for the States SSDI Programs; Develops and maintains a complete file system for SSDI Program's activity; Process and expedites requests from the States for requisitions and fund authorizations as well as short-term contract services; prepare travel authorizations, plan and schedule trips and make all necessary airline, hotel and car rental reservations, for the mentioned programs; work with FSM

Department of Finance and Administration to make sure FFR's for the programs are submit to the Grantor Agency on time and perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a recognized college or university with a Associate's degree in Accounting or Business Administration or related field plus two(2) to three (3) years of work experience in financial management or accounting.

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

Public Health and Hospital Emergency Program (PHHEP) (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) Coordinator** at the Department of Health and Social Affairs, FSM National Government.

<u>Duties & Responsibilities:</u>

In consultation with the Director of Health Services or his

designee in their respective state and the FSM PHHEP Director, the incumbent shall serve as the lead person for coordinating all activities related to PHHEP and shall also provide the following responsibilities:

- 1. The coordinator will develop and implement work plans according to the goals and focus areas defined under cooperative agreements and will prepare and submit all grant applications.
- 2. The coordinator will represent the State at international and local preparedness meetings and will plan and coordinate joint activities with each state's public safety department, disaster management offices, Red Cross Societies and all other entities (government and private) relating to preparedness activities.
- 3. The Coordinator will be responsible for identifying and coordinating all consultants and contractors as required and will be accountable for the fiscal management of grants in collaboration with the FSM PHHEP Program, of the department of Health and Social Affairs; as well as being responsible for the day to day management of the PHHEP Program at the State level, supervision of support staff. Conduct regular assessment, updating and revisions on Public Health Preparedness and Response Plans, Hospital Emergency Response Plans, Standard Operating Procedure for all the public hospitals.
- 4. Coordinate workshops, conferences, exercises and drills scheduled in the states with the national counterparts.
- 5. At times, represent the FSM in Preparedness conferences and meetings along with the FSM Project Director when called upon.
- 6. Provide regular reports on state preparedness public health and hospital activities; and write preparedness grants proposals for state for inclusion in the

Cooperative Agreement Grants and other sources that FSM may apply for.

- 7. Assist in the recruitment and registration of Medical Reserve Corp Volunteers
- 8. Assist in conducting SNS Trainings in the assigned localities
- 9. Monitor Emergency Preparedness Stocks (equipment's, supplies and pharmaceutical caches) at the designated hospital.
- 10. Perform other related duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a bachelor's degree in public health or related field plus at least three (3) years of working experience in managing and coordination health programs.

Salary:

The salary is \$24,000.00 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: <pre>personnel@personnel.gov.fm</pre>	Email: <u>health@fsmhealth.fm</u>

The Office of Personnel will be accepting application/resume

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Public Health Infrastructure Grant(PHIG) Evaluator (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 Infrastructure Grant (PHIG) Evaluator** at the Department of Health and Social Affairs, FSM National Government.

<u>Duties & Responsibilities:</u>

The primary duties are to provide program planning, evaluation, and performance measures for all components of the PHIG grant; workforce, foundational capabilities, and data modernization; Managing and coordinating of PHIG program activities; Planning and development of evaluation plan to include process and outcome components; Collection, analysis, and dissemination of data for evaluation work; Providing ongoing evaluation to Workforce Director and DM Director; Give assistance where needed in the compilation of project performance progress reports; 6. Produce quarterly evaluation report as well as an overall annual report; Assist health planner in overall department public health program planning and recommendation to Secretary; Conduct PHIG related administrative work (grant writing, oversee budget utilization, and attend needed meetings related to PHIG); Perform other duties as assigned.

Qualification Requirements:

A Bachelor's degree in Public Health, Public Administration, Business Administration, or a related field, along with five years of experience in project management and program evaluation.

<u>Salary:</u>

The Salary range is \$30,000 to \$35,000 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 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 March 13, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Public Health Infrastructure

Grant Program Assistant (FSM DHSA) Chuuk &Kosrae [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 and Kosrae 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.

<u>To Apply</u>: 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: <u>health@fsmhealth.fm</u>

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

THE FSM AN EQUAL OPPORTUNITY EMPLOYER

Public Health Nurse (FSM DHSA) Pohnpei, Kosrae, Chuuk & Yap [open until filled]

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

<u>To Apply</u>: 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 July 17, 2023 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER