

Financial Specialist (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 **Financial Specialist**, FSM National Government at the Department of Health and Social Affairs.

Duties & Responsibilities:

Develop and maintain filing system: organize ,update and manage filing systems and ledgers to efficiently track financial records and ensure they meet compliance standards; financial compliance and record keeping; oversee financial documentation and compliance with local, State, and Federal regulations, ensuring accurate and lawful record-keeping; supply and resource management; process requisition, track inventory, and maintain adequate supplies to support program needs consistently; preparation of Travel Authorization; prepare and coordinate travel authorization for National and State staff attending workshops, training , and conferences at local, National and International travels; logistics coordination for events; assist in logistical planning coordination for divisional programs, conference, and activities , ensuring all necessary arrangements are made; timely contract processing; route contract through appropriate channels for review and approval, ensuring they are processed and executed in a timely manner; training on filing and financial tracking; provide training to team members on developing and maintaining filing system and ledgers to track fund utilization status daily; annual funding preparation; assist in preparing and submitting the annual

funding application and required financial federal reports online; ledger and budget monitoring; regular monitor budget utilization and update ledgers to provide real-time financial tracking and reporting; compliance with financial laws and policies; maintain adherence to all applicable financial law and policies, ensuring that financial practices are consistent with requirements; collaborating financial management support; support financial planning efforts, collaborating with team members to maintain accurate financial records and processes; administrative support; providing administrative and operational support across various tasks to enhance division performance; perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited College or University with a Associate Degree in Accounting or Business Administration or related field plus at least three (3) years of financial administration work experience or related field.

Salary: A Salary of \$575.38 biweekly plus \$40 COLA.

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 August 14, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER