

Grant Financial Manager (FSM DHSA) Pohnpei [open until filled]

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

Duties & Responsibilities:

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, and 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.

SALARY: 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: health@fsmhealth.fm

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

THE FSM AN EQUAL OPPORTUNITY EMPLOYER