

# **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**