

# **Foreign Funded Project 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 **Foreign Funded Project Assistant**, FSM National Government at the Department of Health & Social Affairs.

## **Duties & Responsibilities:**

To assist the DHSA AO with processing of ADB and other international projects-related payments, contracts, purchase orders, etc. and ensuring that everything is in compliance with the Financial Management Regulations; To file and keep good and accurate records of all ADB and other international projects-related documents which includes requests from states, copies of payment requests (MS, PR, invoices, etc.) contracts, meeting agendas/minutes, communications, grants and other financial awards, and all other relevant ADB and other international projects documents; To assist with keeping track of all ADB and other international project-related financial transactions for all accounts; updating the ADB and other international projects accounting ledgers; keeping track of expenses and encumbrances; keeping track of all incoming requests from the states and other and what have been processed and not documents; To assist with updating the FSM DHSA website and social media sites regarding ADB and other international projects; taking accurate meeting minutes, must be very dependable and ability to take instructions well and work independently, perform other duties as assigned.

**Qualification Requirements:**

Graduation from an accredited college or University with a Bachelor Degree. At least three (3) years of experience in administration and operations management, preferably with budget and finance management. Strong interpersonal communications skills; excellent report writing skills with grant writing experience; ability to take instructions and work independently; strong knowledge and experience in MS Office; strong knowledge of the Financial Management Regulations; be dependable.

**Salary:** A Salary range of \$24,000per 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 February 2, 2026 until filled.

**THE FSM AN EQUAL OPPORTUNITY EMPLOYER**