

Public Health and Hospital Emergency Program (PHHEP) (FSM DHSA) – Pohnpei [open until filled]

The Government of the Federated States of Micronesia (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.

Duties & Responsibilities:

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: personnel@personnel.gov.fm	Email: health@fsmhealth.fm

The Office of Personnel will be accepting application/resume from today March 13, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER