

Public Health Infrastructure Grant (PHIG) Financial Specialist (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 **Public Health Infrastructure Grant (PHIG) Financial Specialist** FSM National Government at the Department of Health and Social Affairs.

Duties & Responsibilities:

To provide assistance to the Chief Operating Officer in research, perform general administrative duties for the program; responsible for sourcing and securing price quotations from vendors; responsible for processing of miscellaneous payment requests, purchase requisitions, travel authorization, contracts, personnel actions, job orders, outgoing communications; and other program administrative paper works; responsible for maintaining daily ledger of all program accounts, periodic reconciliation, and processing of FFR, FRS and draw-down with Finance and responsible for filing maintaining a good record system, reporting to CDC Project Officer, assisting main office admin staff, and perform duties as assigned.

Qualification Requirements:

Graduation from an accredited college or University with a Bachelor Degree in Business Administration or related field plus plus two years of experience in accounting and/or administrative

related work.

Salary: A Salary range from \$20,000- \$26,000 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 July 7, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER