

Public Health Infrastructure Grant Program Assistant (FSM DHSA) Chuuk [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill two (2) positions of Public Health Infrastructure Grant Program Assistant. These positions will be based in Chuuk under the Department of Health and Social Affairs of the FSM National Government.

Duties & Responsibilities:

To provide assistance to the Workforce Director 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 authorizations, 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, FSR and draw-down with Finance and responsible for filing and maintaining a good record system.

Qualifications Requirements:

Graduation from two years college with AS Degree in business or administrative-related field plus 2 years of experience in accounting and/or office administrative related work; good computer skills with high efficiency in Microsoft Office; ability to use general office equipment; good English-written and oral communications skills; strong organization skills; must be energetic, dependable, and punctual; ability to work well

with others; high integrity and ethics.

Salary:

Salary ranges from \$18,000.00 to \$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 and Social Affairs
P.O. Box PS-35	P.O.Box PS 35
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691) 320-2618/2642
Email: personnel@personnel.gov.fm	Email: health@fsmhealth.fm

The Office of Personnel, FSM will be accepting application/resume from July 18, 2023, until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER