

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

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill the position of **Public Health Infrastructure Grant Program Assistant**, based in Yap within the **FSM National Government, Department of Health and Social Affairs**.

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:

A Salary range from \$19,000.00 to \$24,000.00 per annum depending upon the qualifications of the applicant.

To Apply: Submit your resume or application by mail, or email to these addresses:

Personnel Office

Dept. of Health & Social Affairs

P.O. Box PS-35

P.O. Box PS-70

FSM National Government
Government

Palikir, Pohnpei FM 96941

Pohnpei FM 96941

Phone No. 320-2618

No. 320-2619/1643

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

FSM National

Palikir,

Phone

Email:

The Office of Personnel, FSM will be accepting application/resume from November 12, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER