

Strategic Prevention Framework – Partnerships for Success (SPF-PFS) Administrative 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 Strategic Prevention Framework – Partnerships for Success (SPF-PFS) **Administrative Assistant**, FSM National Government at the Department of Health and Social Affairs.

Duties & Responsibilities:

Provide general administrative and clerical support to program staff; Prepare correspondence, reports, meeting minutes, and maintain filing systems; Assist with purchase requests, payment processing, and expenditure tracking; Support grant reporting and maintain required documentation; Coordinate meetings, trainings, travel, and monitoring visits; Liaise with Finance, Procurement, and sub-recipients as needed; perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited University with an Associate's degree in Business Administration or related field. At least 2 years of administrative experience. Experience with grant-funded programs preferred. Proficient in Microsoft Office. Strong organizational and communication skills.

Salary: A Salary range from \$18,000- \$20,000per 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: personnel@personnel.gov.fm	Email: health@fsmhealth.fm

The Office of Personnel will be accepting application/resume from today April 13, 2026 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER