

United Nations Populations Fund (UNFPA) Reproduction & Health Coordinator (DHSA, FSM) – Pohnpei [open until filled]

It is the policy of the FSM National Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

United Nations Populations Fund (UNFPA) Reproduction & Health Coordinator

PL-36/1

\$862.12+ \$40.00 B/W = 902.12B/W

This is to minimum rate at step one of the grades. Higher rates may be authorized in cases of hard-tofill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Department of Health & Social Affairs

FSM National Government

Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Responsible for providing financial planning, cost analysis, accounting and fiscal record keeping management services for FSM MCH/FP Title X/UNFPA programs, consolidates budget requests from States during the year, prepares expenditure plans and allotments for the different programs, oversees expenditures and

advises the Chief Program Manager of potential problems and possible solutions, develop and maintain a complete filing system for federal programs (MCH/FP/UNFPA), implement programs at the State level, conducts regular and period review of financial report to ascertain that transactions have been properly executed, processes and expedites requests from the States for requisitions and fund authorization; Assist the National EHDI Program Coordinator to consolidate budgets received from the States during the year for executed, processes and expenditure plans and allotments for the States EHDI Programs; Develops and maintains a complete file system for EHDI Program activity; Conduct regular and periodic review of financial reports to ascertain that all transactions have properly executed as outlined in the Financial Management System; Process expedites requests from the States for requisitions and fund authorizations as well as short-term contract services; Prepare travel authorizations, plans and schedule trips and make necessary airline, hotel and car rental reservation for the mentioned programs; Monitoring the EHDI funding at the FSM States and National Government and provide a report to the National EHDI Coordinator and/or Secretary of Department of Health and Social Affairs; Performs other assignments and tasks as assigned by the National EHDI Coordinator and Secretary of Department of Health and Social Affairs; Assist the National State System Development Initiative (SSDI) Program Coordinator to consolidate budgets received from the States during the year of the SSDI Program; Prepare expenditure plans and allotments for the States SSDI Programs; Develops and maintains a complete file system for SSDI Program's activity; Process and expedites requests from the States for requisitions and fund authorizations as well as short-term contract services; prepare travel authorizations, plan and schedule trips and make all necessary airline, hotel and car rental reservations, for the mentioned programs; work with FSM

Department of Finance and Administration to make sure FFR's for the programs are submit to the Grantor Agency on time and perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a recognized college or university with a Associate's degree in Accounting or Business Administration or related field plus two(2) to three (3) years of work experience in financial management or accounting.

Secure Application Forms From and Return to FSM National Government Personnel Office

or send your application, resume, along with other credentials to the below email address: personnel@personnel.gov.fm