



Office of the President

FSM Personnel Office

P.O. Box PS-35
Palikir, Pohnpei FM 96941

Ph: (691) 320-2618/2642 Fax: (691) 320-8836

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill a position of SPF-PFS Project Manager at the Department of Health and Social Affairs, Division of Health Services.

The Position: Meet on a regular basis to provide updates and share relevant information, visit organization and conduct mission to field as necessary in consultation with Project Manager; manage all administrative aspects; establish and maintain the project's information management system; provide logistical support for all project training courses, seminars and workshops; receive screen, log project's information management system; prepare tracking documents for meeting and for payment request, contract and personnel action routing, and update tracking tools; coordinates arrangements for statewide training – schedule trainers, locations, venue etc; arrange programs for incoming and out-going official missions, make appointments with project stakeholders, including logistical arrangements and secretarial assistance; follow up with project implementing partners and contractors/recipients for progress report, submission of reports and recent data on target group and other information material; collect data from the implementing communities, the State BH&W Programs; and performs other duties as assigned.

Incumbent: Graduation from an accredited college or university with a Bachelor degree in Business Administration, Health Care Management, Public Health or related field plus four (4) years of work experience in administrative work, project financial management or equivalent.

Benefits: A salary range from \$\$22,000.00 but not to exceed \$26,000.00 depending upon the qualifications of the applicant. Housing and other benefits will be provided as applicable.

FSM Personnel office
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642
Email: Shonjacl@yahoo.com
abraham.laura@ymail.com

Department of Health & Social Affairs
Division of Health Services
P.O. Box PS-70
Palikir, Pohnpei FM 96941
Email: health@fsmhealth.fm

The Office of Personnel will be accepting applications/resumes from January 22, 2018
Until Filled.