



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

### EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill position of NCCP Program Assistant in the Department of Health and Social Affairs.

The Position: Responsible for the accountability of the NCCP funds and should be able to provide funds status reports; work closely and collaboratively to ensure NCCP objectives are met and carry-out accordingly; be able to provide technical assistance on grant management and to ensure FSR report is complete timely and take appropriate action to support needs of the National and State CCC as necessary; do logistics, organize meetings, actively participate and support National CCC efforts, take minutes of NCC and CCC meetings; and performs other duties as assigned.

The Incumbent: Graduation from a two years college with a degree in Accounting, Business Administration or related field plus three (3) years of work experience in program management, administrative or related work experience.

Benefits: A salary from \$12,000.00 but not to exceed \$15,000.00 per annum depending upon the qualification of the applicant. Housing, travel and relocation will be provided if applicable.

To Apply: Send application/resume by mail, fax or e-mail to the following addresses:

Office of Personnel  
P.O. Box PS 35  
Palikir, Pohnpei FM 96941  
Phone: 691- 320-2618

Department of Health & Social Affairs  
P.O. Box PS 70  
Palikir, Pohnpei FM 96941  
Phone: 691 - 320-2619  
E-Mail: [health@fsmhealth.fm](mailto:health@fsmhealth.fm)

The Office of Personnel will be accepting application/resume from 9/15/18 until filled.

THE FSM EQUAL OPPORTUNITY EMPLOYER