



Assistant Secretary  
Personnel Administration

**GOVERNMENT OF THE  
FEDERATED STATES OF MICRONESIA**

DEPARTMENT OF FINANCE AND ADMINISTRATION

Division of Personnel Administration

P.O. Box PS 35

Palikir, Pohnpei FM 96941

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

**EMPLOYMENT OPPORTUNITY**

The Government of the Federated States of Micronesia (FSM) seeks well qualified individual to fill position of Finance Manager (Strategic Prevention Framework-State Intensive Grant Micronesia) in the Department of Health and Social Affairs.

The Position: Responsible to oversees the financial and administrative aspect of the project; manages the SPF-SIG Micronesia financial fund including of program expenditure report; prepares and submit financial status report to the Project Executive Director; coordinate and compile financial documents for budgetary formulation; prepares sub-grant financial status reports for review; coordinate reimbursement and payment request to the FSM National Finance; review and reconciles financial statements and balance sheet; track payroll, manages contracts and financial activities with project consultants; develop, implements and evaluates strategies to direct the agency's financial management; assist with facilitating year-end audit and positive audit outcome and conduct audit functions on a routine basis; and performs other duties as assigned.

The Incumbent: Graduation from an accredited college or university with a Bachelor Degree in Business Administration, Accounting or related field plus five (5) years of experience in financial work, auditing, federal grant management or finance. Must be able to work effectively with other health professionals and finance professionals in the island government and abroad.

Benefits: A salary range from **\$20,000.00** but not to exceed **\$23,000.00** per annum depending upon the qualification of the applicant. Housing, travel and relocation will be provided if applicable.

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

Department of Finance & Administration  
Division of Personnel Admin.  
P.O. Box PS 35  
Palikir, Pohnpei FM 96941  
Phone (691) 320-2618  
Fax (691) 320-8836

Department of Health and Social Affairs  
FSM Mental Health Program  
P.O. Box PS 70  
Palikir, Pohnpei FM 96941  
Phone (691) 320-2619  
Fax (691) 320-5263  
E-mail: [health@fsmheath.fm](mailto:health@fsmheath.fm)

The Division of Personnel Administration will be accepting application/resume until the position is filled.