



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 individual to fill position of **Procurement Specialist I** at the Department of Health & Social Affairs, Palikir, Pohnpei FM.

The Position: Plan and Prioritize purchasing activities; review planned orders for the national and state programs; create and process purchase requisitions and manage approval processes; review, update and maintain purchase orders; Maintain and update procurement management system; Ensure proper procurement laws, policies and procedures are followed; Maintain physical and electronic inventory of medical supplies and fixed assets: Ensure stock-take report for both National and State Programs are updated and accurate. Report on quarterly basis to immediate supervisor and on a need basis; ensure clearance of incoming shipments at Customs and Tax, Postal Services, United Cargo, DHL and other shipment agencies. Review and store incoming shipments and follow strict compliance of storage temperature; ensure replenishment of state programs stock-take. Distribute and ship medical supplies and office supplies to the state programs; maintain cleanliness of the Communicable Disease Programs storage room; conduct Drug/Supply Stock inventory on a monthly basis ensuring NO STOCK OUTS; storing Drugs/Reagents using First Expiration, First Out (FEFO); Performs other duties as assigned.

The Incumbent: Graduation from an accredited college or university with a degree in Business Administration or related field plus one year (1) of work experience in procurement management.

Benefits: A salary in the amount \$318.26 B/W.

To Apply: Send resume, application by mail to the following addresses:

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

Department of Health & Social Affairs
P.O. Box PS-70
Palikir, Pohnpei FM 96941

The Office of Personnel will be accepting applications/resumes from June 2, 2017 until the position is filled.