



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 Program Assistant, National Youth Program in the Department of Health and Social Affairs.

**The Position:** Responsible for the accountability of the youth funds, procure all needs for the program following the financial management rules and regulations; should be able to provide funds status reports; work closely and collaboratively to ensure youths 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 programs as necessary, organize meetings, logistics, assist with grant proposals, provide general support to all program staff, activities 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 finance, program management or related work experience.

**Benefits:** A salary with \$12,000.00 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, or e-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  
E-mail: [health@fsmhealth.fm](mailto:health@fsmhealth.fm)

The Office of Personnel will be accepting application/resume from 10/31/18 until filled.

THE FSM EQUAL OPPORTUNITY EMPLOYER