

Announcement #: POC-035-24
OPENING DATE: 7/11/2024
CLOSING DATE: Until Filled

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

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

Duties & Responsibilities:

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; to 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 efforts as necessary, do logistics, organize meetings, actively participate and support National CCC efforts, take minutes of NCC and CCC meetings; and perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with Associate of Science (AS) degree in Accounting or Business Administration plus 2 to 3 years of work experience. Ability to use office equipment's (Computer, Copier, Scanner, Telephone, etc) ability to write and report, excel and maintain good filing system.

Salary: A Salary range of \$18,000 per annum depending upon the qualifications of the applicant.

To Apply: Submit resume or application by mail to the following addresses:

Office of Personnel
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642
Email: personnel@personnel.gov.fm

Department of Health & Social Affairs
P.O. Box PS-70
Palikir, Pohnpei FM 96941
Phone: (691) 320-2619/2643
Email: health@fsmhealth.fm

The Office of Personnel will be accepting application/resume from today July 11, 2024 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER