

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-071
Opening Date: 7/12/2024
Closing Date: Until Filled

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

ysgpersonnel@gmail.com

It is the policy of the Government that qualified Federated States of Micronesia citizens be given first priority for employment consideration, with United States citizens and subsequently, third country national utilized in position for which qualified Federated States of Micronesia citizens are not available.

POSITION AND SALARY: PSPF-PFS Coordinator
UNG. 15,999.88 PA
\$ 615.38 BW

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

LOCATIONS:

**Public Health
Department of Health Services
Colonia Yap 96943**

DUTIES:

The position holder is a trained and experienced person in management with knowledge and understanding of federal grants project management, budget, finance, and community development activities. Essential responsibilities include effective management of daily operation of the program, assessment of the program needs, setting goals and objectives, planning strategies, implementing actions, and evaluating outcomes. The incumbent collaborates with the two Supervisors and other sections of the department, Waab Community Health Centers (WCHC) and other relevant government agencies. She/he works closely with BHW Coordinator, attends meetings, participates in workshops, trainings, and other DHS activities. Duties and responsibilities are performed in accordance to FSM BHW standards in addition to DHS policies and procedures including personal hygiene, dress code, code of conduct, and confidentiality.

MINIMUM QUALIFICATION REQUIREMENT:

Bachelor's degree in Sociology, Psychology or Public Health • 4 years of work experience in federal project management, budget, finance, and community development activities. • 2 years of supervisory or management experience. • 3 years of work experience with substance use/misuse prevention programs • Certificate of training in any social work or prevention programs

SECURE APPLICATION FORMS
FROM AND RETURN TO YAP
STATE PERSONNEL OFFICE