



## DEPARTMENT OF HEALTH AND SOCIAL AFFAIRS

FSM National Government  
Capitol Street, P.O. Box PS 70  
Palikir, Pohnpei 96941  
Federated States of Micronesia

Tel. (691) 32-2619/2643/2872 Email: Health@fsmhealth.fm . Fax. (691) 320-5263

---

### Position Description-School Pandemic Coordinator – Chuuk, Pohnpei, Yap, Kosrae, National : Five Temporary Positions for COVID-19 Response

#### I. Introduction

The FSM Department of Health and Social Affairs (DHSA) is hiring School Pandemic Coordinators to assist DHSA to be able to support the Education School Systems in the FSM to meet COVID-19 preparedness expectations when the schools are open in the Fall 2021 onward.

The School Pandemic Coordinator should facilitate the development and operationalization of Health and Safety Plans that clearly define mitigation strategies to allow schools to safely continue school activities.

The coordinator should facilitate the monitoring of the School Health and Safety Plan throughout the year and update as needed, and ensure that Governing Bodies approve of the Plan and that all stakeholders are kept informed of any changes in plans.

The coordinator shall act as the liaison between the FSM DHSA and education or school authorities in order for activities and mandates to be executed.

The Pandemic Coordinator shall ensure that all activities carried out in the FSM States (schools) are within the scope of the School Re-Opening grant and the FSM DHSA National Workplan.

#### II. Control over Position

The School Pandemic Coordinator reports to the Director of Health Services in the FSM States and the ELC Coordinator at the FSM National, which funds the position.

#### III. Duties and Responsibilities

Oversee Planning and implementation of Mitigation Strategies:

- consistent and correct use of masks
- Physical distancing
- Hand hygiene and respiratory etiquette
- Cleaning and disinfection
- Proper ventilation
- Contact tracing in collaboration with the state or local health department
- Additional prevention strategies

Ensure school health personnel have had competency-based training in symptom recognition

Develop and Implement a School Health Index Assessment Program in Collaboration with DOE

Implement screening Testing Program as dictated by the amount of community transmission of COVID-19

Liaise with Health Department to Facilitate in-School Immunization

Ensure all activities, performance indicators and financial reconciliation required under the School Reopening Supplemental fund are completed in line with prescribed deadlines.

Perform other related duties as required

#### **IV. Qualifications and Experience**

##### **Minimum/required qualifications**

Bachelor's Degree in Health or Education.

##### **Desired qualifications:**

Experience in school management and good working relationship with authority of the education school system is a plus. Ability to write and work independently.

Supervisory and report writing experience, interpersonal and communication skills.

##### **Knowledge, Skills & Abilities**

#### **V. Compensation:**

Competitive salary package will be provided based on qualification and experience. Salary range from \$20,000 to \$25,000 .