

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-030
Opening Date: 4/5/2024
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: Dispensary Manager II
PL 13/1- \$ 259.20 bw B/W
\$ 6,739.20 P/A

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 Division
Department of Health Services
Colonia Yap 96943**

DUTIES:

Manages the day to day activities of the Dispensary. Ensure all Health providers report for work on time and work 8 hours a day. Delegates and supervises assigned tasks to healthcare providers to ensure a high standard of individual performance. Ensures all health providers follow the authorized NI policies and procedures. Ensures the health Board is aware of their responsibilities to provide an effective link between the community and the Dispensary. Ensures preventive maintenance is performed as required every quarter.

MINIMUM QUALIFICATION REQUIREMENT:

Graduate from an accredited college course for Medex or Health Assistant. Holds a current FSM License to practice as a Medex or a Health Assistant certificate. Minimum 5 years experience as Medex/ Health Assistant. Demonstrates effective management and leadership skills. Demonstrates effective interpersonal skills.

SECURE APPLICATION FORMS
FROM AND RETURN TO YAP
STATE PERSONNEL OFFICE