

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-016
Opening Date: 3/22/2024
Closing Date: 4/22/2024

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

Email: 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: Administrative Assistant
ung. \$ 307.69 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:

WCHC
Department of Health Services
Yap State Government 96943

DUTIES:

Responsible for overlooking all administrative tasks for the operation of the WCHC. Manage all administrative duties at the WCHC central office. Assists in the training, monitoring and evaluation of the practices of administrative secretaries at the four CHC sites. Maintain time and attendance for WCHC central office staff. Run errands for WCHC central office. Other duties as required by the Chief Executive Officer.

MINIMUM QUALIFICATION REQUIREMENT:

High School graduate. Some post secondary school preferred. At least three years experience in administrative secretarial field. Proficient in computer/ typing skills. Ability to work well with diverse clientele/ clinic needs. Strong organizational ability, able to multi-task and excellent written and verbal communication skills. Does not abuse alcohol or use other illegal drugs and must be honest, fair and committed.

Interested applicants must submit the following document:

1. A complete Yap State Government Employment Application Form.
2. Current Resume and copy of FSM Social Security Card.
3. High School Diploma or Copies of all training certificates and college degrees earned.
4. Police Clearance under 6 months old.
5. A minimum of three professional reference letters under 1 year old.
6. Valid driver's license.

SECURE EMPLOYMENT APPLICATION FORM FROM AND RETURN TO YAP STATE PERSONNEL OFFICE