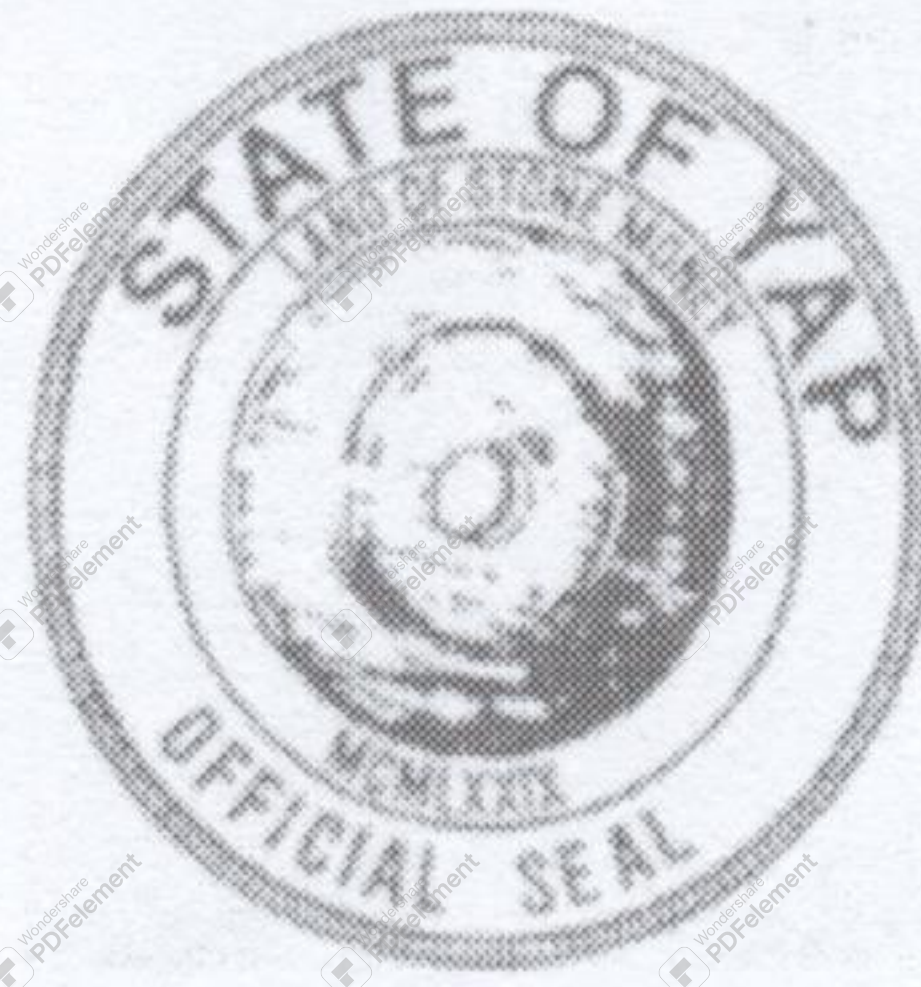


EXAMINATION ANNOUNCEMENT



E.A. No.: YP-23-159
Opening Date: 5/20/2024
Closing Date: Until Filled

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. \$ 384.61 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:

Report to work on time. Manage all administrative duties for the WCHC Governing Board (arrange logistics of Governing Board and Local Health Councils activities, schedules meetings as assigned, takes minutes of meetings, transcribes material and distributes, takes and gives messages. makes referrals to appropriate staff, assembles material for reports, keeps records of appointments and meetings, maintains Governing Board filing systems. Becomes familiar with governing Board roles and responsibilities, By laws, committee functions, and strategic planning to meet board needs, including accessing additional funding sources, and seeking out training and development as needed. Accommodate and run errands for Local Health Councils. Acts as a liaison between WCHC governing Board, Local Health Councils. Performs other duties as assigned by the WCHC governing Board Chairman, Chairperson on the Local Health Councils and Chief Executive Officer.

MINIMUM QUALIFICATION REQUIREMENT:

At least two years of college. 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 illegal drugs. 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