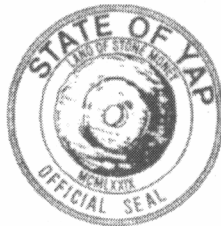


# EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-062  
Opening Date: 6/24/2024  
Closing Date: Until Filled

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

Email: [ysgpersonnel@gmail.com](mailto: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  
Ungraded \$ 231.20 bw  
\$ 6,011.20 pa

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:

Refuse Collection Program  
Department of Public Works & Transportation  
Yap State Government 96943

#### DUTIES:

Performs general clerical duties to include but not limited to: photocopying, faxing, mail distribution, and filing. Coordinates and maintains records for staff office space, phones, and office keys. Creates and modifies various documents using Microsoft Office. Needs to assist program manager and to ensure sufficiency and efficiency for the program, and to support the program manager on whatever task is needed to be done.

#### MINIMUM QUALIFICATION REQUIREMENT:

Must be a high school graduate. Two or more years of hands on administrative support experience. Proficiency in MS Word, MS Excel is a must.

#### Knowledge, Skills and Abilities;

Knowledge of operating standard office equipments. Excellent communication skills (written and verbal). Good research skills and attention to details.

#### 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