

# EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-041  
Opening Date: 5/30/2024  
Closing Date: 6/30/2024

## OFFICE OF ADMINISTRATIVE SERVICES Division of Personnel

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 (O.I Affairs)  
Ungraded  
\$6,011.20 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:

**Office of the Governor  
Yap State Government  
96943**

### DUTIES:

**Provides administrative and clerical support to the Chief of Staff, to the Governor and Lt. Governor. This position requires a detail-oriented individual capable of handling various tasks efficiently and professionally.**

### MINIMUM QUALIFICATION REQUIREMENT:

**Must be a High School Graduate; Must have a strong command of English Language (both written and spoken) as well as communicate clearly and follow instruction accordingly; Successful applicant must have excellent interpersonal skills and demonstrate integrity, initiative and ability to work with minimal supervision. Applicant must have a sound understanding of the importance of teamwork and demonstrate the ability to work effectively as part of the team. Must be computer literate with knowledge of Microsoft Applications.**

**SECURE APPLICATION FORMS  
FROM AND RETURN TO YAP  
STATE PERSONNEL OFFICE**