

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-058
Opening Date: 6/24/2024
Closing Date: Until Filled

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: Maintenance Specialist
UNG. \$ 6,364.80 PA
\$ 244.80 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:

**Yap High School
Department of Education
Yap State Government**

DUTIES:

Make timely inventory of all school facilities and identify needs for repair, renovation and construction. Assist Maintenance Supervisor in making plans for improving school grounds and facilities. Do informal bidding for minor facility repair materials. Assisting in maintaining of the classroom facilities to their standards. Participate in the daily routine of school activities initiated by the school administration. Perform other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENT:

High School graduate. Have good english communication and writing skills. Have at least two years of experience in maintenance duties or any related field.

SECURE APPLICATION FORMS
FROM AND RETURN TO YAP
STATE PERSONNEL OFFICE