

# EXAMINATION ANNOUNCEMENT



E.A. No.: YP-25-021  
Opening Date: 3/6/2025  
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: Investigative Auditor I  
PL 7/1- 400.80 bw  
\$ 10,420.80 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:

Office of the Public Auditor  
Yap State Government 96943

### DUTIES:

Conducts investigations under the guidance and supervision of the Chief Investigator of the Compliance investigation Division. Prepares investigative plans and submits to the chief investigator for review and the Public Auditor for approval. Conducts investigative review or fraud examination of Yap State Government operations per complaints received by the office of the Yap State Public Auditor. Performs preliminary inquiries into complaints received by the office of the Yap State Public Auditor. Gathers, examines, and analyzes documents or other evidence in connection with ongoing investigations. Conducts field interviews and prepares accurate records of interview. Prepares referral or closing reports, appears in court as government witness. Prepares and disseminates investigation reports for management review and/or to other concerned parties upon approval by the Public Auditor. Provides training and education to promote ethical and lawful conduct within government. Assist other audit teams when necessary, and perform other duties as assigned by the Public Auditor.

### MINIMUM QUALIFICATION REQUIREMENT:

High School Graduates with excellent work performance records, preferably with some work experience in investigations or auditing governmental operations. The candidate must be able to work independently or as part of an investigation team. Work well under stressful situations and with short deadlines and adjust quickly to changing work environments. Interact effectively with people who have different values, cultures or backgrounds, use sound judgment, with impartiality, when discharging the duties of the Yap State Public Auditor. Make complete and accurate records of interviews and elicit information in difficult and sensitive situations. Prioritize multiple projects and tasks, communicate clearly, concisely and effectively with technical and non- technical personnel in English, both written and oral, and deliver clear and effective presentations for a variety of audiences. This position also requires considerable negotiation skills, employing tact, discretion, and diplomacy. Successful applicants must enjoy challenging work, have high moral and ethical standards, have good interpersonal skills, and must be dependable and highly motivated.

**Knowledge, Skills & Abilities:**

Governmental operations and procedures. Ability: Effective communication skills in English, both verbal and written, effective presentation and public speaking skills. Make complete and accurate records of interviews. Able to exercise good judgment, with impartiality, when discharging the duties of the State Public Auditor. Able to work with Microsoft Word, Excel and Power Point. Able to adjust quickly to changing work environments. Must possess a courteous, professional demeanor, and works well under stressful situations.

**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**