

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-25-038
Opening Date: 3/21/2025
Closing Date: 4/21/2025

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

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: Personnel Officer
PL 5/1- \$8,902.40 PA
\$ 342.40 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:

Administration
Department of Health Services
Colonia Yap 96943

DUTIES:

Assess healthcare personnel knowledge, skills and abilities for identification of necessary training needs for employee to remain current and competent in the performance of their duties. Advice thru an annual report to the Deputy Director of Health Services the current state of employee trainings and expertise as well as future staff recruiting needs for better planning and utilization of staff. Identify and develop training programs for healthcare personnel in collaboration with the Division Chiefs and management based on the assessment results for each employee to enhance employees' knowledge and abilities to fulfill their duties effectively and efficiently. Advice and consult with employees regarding queries, established State personnel policies, procedures, and grievance to maintain employee morale. Maintain DHS personnel files, electronically and manually, by reviewing and updating as required to ensure good recording keeping. Work with the Division Chiefs and program supervisors to generate vacancy requests to be submitted to State Division of Personnel for public announcement and to track the progress of those with follow up until position is filled. Conduct screening process for applicants on the eligible list submitted by the Division of Personnel by verifying applicants' information from relevant sources, arranging interview meeting with candidates and responsible Division Chief or Program Supervisor, and facilitating interview sessions. Conduct orientation upon hiring of new employees to ensure better understanding of duties and readiness to begin work. Ensure availability of require personnel standardized forms and necessary documents for quick access and usage by employees. Perform other related duties as may be assigned by the Deputy Director or Director from time to time.

MINIMUM QUALIFICATION REQUIREMENT:

Bachelor's Degree in Human Resource Management, Business Management, or Public Administration with 4 years of working experience of in human resource related field such as customer service. 6 or more years of working experience related to Personnel, Trainer or related field may be substitute for the required education required. Must demonstrate knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, and personnel information system. Must demonstrate knowledge of principles and methods for training design and the measurement of training effects. Must be organized and able to meet deadlines.

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-25-039
Opening Date: 3/28/2025
Closing Date: 4/28/2025

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

Email: ysgpersonnel@gmail.com

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POSITION AND SALARY: Marine Technician Aide
PL 1/1-6,739.20 PA
\$ 259.20 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:

Division of Marine Resources
Department of Resource & Development
Yap State Government 96943

DUTIES:

Survey assessment on marine species and damage reef. Reseeding of marine species and baseline survey and demarcation of proposed MPA's. Community consultation/education/awareness. Existing MPA assessment. Maintain office shop properties, transportation, and machinery. Analyze marine collected data. Assist with office errands when necessary. Performs other relevant duties as assigned by Division Chief, Marine Specialist and marine technician.

MINIMUM QUALIFICATION REQUIREMENT:

High School graduate or at least 2 years of experience in marine related work. Basic computer skills, efficient in collecting and maintaining field data and office documents. Able to effectively communicate during consultations. Familiar with boat operation and basic maintenance. Must be willing to work beyond regular working hours and / or on weekends.

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