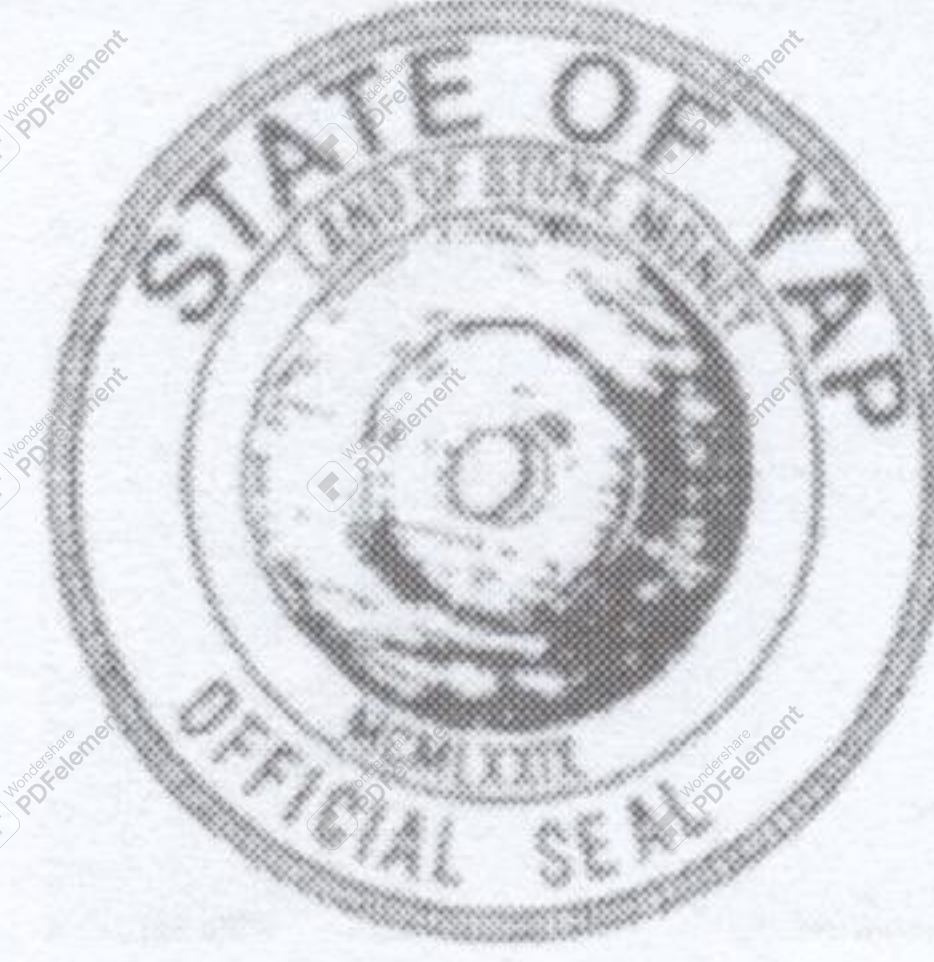


EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-043
Opening Date: 5/30/2024
Closing Date: 6/30/2024

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: Sanitarian III
PL 17/1- \$ 327.20 B/W
\$ 8,507.20 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:

**Public Health Division
Department of Health Services
Colonia Yap 96943**

DUTIES:

Plan, organized, and manages Environment health & safety (EHS) services along with relevant agencies within Yap State to ensure EHS mandate are carried out in accordance with state laws and regulation. Prepares and submit annual budget for the work unit in a timely manner to ensure funding of all planned activities to meet goals and objectives. Prepare and submit monthly, quarterly, and annual reports in a timely manner and immediate actions for improvements. Reviews and approves EHS order requisition in a timely fashion to ensure continuation of work and projects to meet deadlines. Ensures the DHS Environmental Health Manuel policies and procedures are kept up to date by regular review and modification as needed. Conducts trainings for sanitation employees to enhance their knowledge and abilities for improved performance results. Review and supervises work of the EHS staff through review of staff reports and making site visits to ensure consistency. Develops monthly work schedules and monitoring system to ensure good attendance and performance to meet goals and objectives. Develops and implement monthly, quarterly, and annual inspection schedule to ensure adherence to the state laws and regulations by business establishments, ships, schools, other government facilities, and concerned communities. Conducts public education through meeting/ workshop on Environmental Health matters to increase community awareness and involvement to minimize disease outbreak and introduction of new disease. Advocate for the establishment of new/ revised state laws and regulations regarding environmental health, when needed, for the benefit of the communities. Prepares and submits employee's evaluation in a timely manner to ensure consistency in employee development. Performs other related duties as assigned by the Chief of public health from time to time.

MINIMUM QUALIFICATION REQUIREMENT:

Associate degree in any field of health or management. Successful completion of an Environmental health course at a recognized college. Minimum 5 or more years of work experience in environmental health services. 1 or more years of work experience in supervisory position of 2 or more subordinates. Extensive training with 2 years of work experience in environmental health may substitute the educational requirement. Ability to use computers; MS word, excel, power point. Possess a valid driver's license and can drive cars with manual transmission.

Preferred Knowledge, Skills and Abilities:

Demonstrates ability to assess, plan, organize, and implement required environmental health services and to prioritize and assign tasks. Good English command both orally and in writing. Demonstrates good interpersonal skills. Ability to speak and do presentation for public awareness.

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