

# EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-017  
Opening Date: 3/26/2024  
Closing Date: 4/26/2024

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: Administrative Officer  
PL 15/1- \$ 291.20 bw  
\$ 7,571.20 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:

Administration  
Department of Public Works & Transportation  
Yap State Government 96943

#### DUTIES:

Record keeping for all budget requests, periodic reports and all financial transactions for the department. Compile relevant financial and resource management reports for decision making. Manage internal fiscal procedures and office operations for better outputs. Assist Director and manage all budgetary and spending activities and concerns. Responsible for preparing grant application, reports and accounting. Supervises administrative staff regularly to ensure effective and continuous workflow. Perform other related duties as assigned.

#### MINIMUM QUALIFICATION REQUIREMENT:

At least two years of progressive work experience in management support service. Related work experience may be substituted year for year for the required position. Graduate from an accredited college or university with a degree in business administrative or any related field. Must have the capability to read, speak, write and understand the English language well and at least one of the local language.

#### 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