

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-069
Opening Date: 7/5/2024
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: Chief of Staff
Ungraded \$19,621.00 PA
\$ 754.65 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:

**Office of the Governor
Yap State Government
96943**

DUTIES:

Control access to the Governor and manage the Governor's calendar. Monitor the flow of information to the Governor and Lt. Governor on policy issues. Overseas Gubernatorial Cabinet and staff. Manage and communicate the Governor's policy agenda to the state Legislature and the Public. Responsible for bringing policy and communication together and overseeing the development of the policy agenda. Assume day to day responsibility for Projects and Tasks.

MINIMUM QUALIFICATION REQUIREMENT:

Degree/ Certification in business, public administration or related fields. At least 2-3 years experience in related fields.

Preferred Knowledge, Skills and Abilities;

Knowledge and skills in strategic planning and execution skills. Operational Proficiency skills. Good communication skills (both verbal & written). Problem solving/ critical thinking skills and leadership/ team development skills.

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