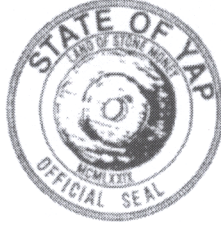


EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-052
Opening Date: 5/24/2024
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: Medical Supply Technician II
PL 12/1- 6,364.80 PA
\$ 244.80 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:

**Medical Supply Unit
Department of Health Services
Yap State Government**

DUTIES:

Responsible for all incoming good, parts and equipment by receiving, unloading, unpacking and inspecting. Also assist in the process of provision and management of ongoing supplies of pharmaceuticals, medical supplies and equipment for DHS.

MINIMUM QUALIFICATION REQUIREMENT:

High school diploma and at least 2 years working experience in medical technician I or related field.

Preferred Knowledge, Skills and Abilities;

Knowledgeable in Microsoft access, word and excel and able to operate office equipment. Knowledge in record keeping, inventory and tracking of incoming goods received and outgoing goods distribution. Must be in good health to enable participation in heavy physical tasks and long hours of work. Ability to operate and drive vehicle in transporting supplies to medical supply and from medical supply.

SECURE APPLICATION FORMS
FROM AND RETURN TO YAP
STATE PERSONNEL OFFICE