



DEPARTMENT OF RESOURCES & DEVELOPMENT
DIVISION OF WORKFORCE ENRICHMENT
Yap State Government

Tel: (691) 350-2182
Fax: (691) 350-2571

V6AI- AM/KUTE-FM Radio Announcement Form
Department of Youth & Civic Affairs

To: Director, of DY&CA

Thru:

Bernard Gorong
Director of R&D

From:

Leelkan P. Southwick
Chief of WED

Starting Date: 06/17/25

Ending Date: 07/16/25

Frequency:

☒ Regular- 3 x per day

☐ Emergency- ASAP

Languages (check all that apply):

☒ English

☒ Yapese

☒ Outer Island

Directions:

All announcements should be type- written and double spaced. If more space is needed, please attach an extra sheet.

.....
SEE ATTACHMENTS

.....
Reviewed & Approved By: _____

Alex Julius Gilfiley
Director, DY&CA

6/17/25
Date

.....
Received By: _____

Date: _____

Time: _____

Jessica P. Fas
Acting Chief of Media



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VACANCY ANNOUNCEMENT IN THE PRIVATE SECTOR

ANNOUNCEMENT NO.: YPVA-357-25

COMMENCING DATE: 06/17/25

CLOSING DATE: 07/16/25

No. of OPENING One (1)

POSITION Sales Manager

SALARY Depends qualifications and experience

EMPLOYER Local Hardware

QUALIFICATIONS:

The applicant must have a minimum of Two (2) years of working experience in a related field and must be a high school graduate, with knowledgeable in sales policies, objectives, strategies and product or service enhancements to improve customer satisfaction and sales potential.

DUTIES:

The Applicant will be responsible to provide daily report of field sales and on-the-ground support for sales, responsible in maintaining sales volume and selling price by keeping current with supply and demand. Analyze sales trends and results, meet with customers to discuss their evolving needs and responsible for selling to existing and potential direct accounts.

IF INTERESTED YOU CAN PICK-UP AN APPLICATION AT THE YAP STATE LABOR OFFICE, WORKFORCE ENRICHMENT DIVISION, DEPARTMENT OF RESOURCES & DEVELOPMENT OR CONTACT US AT TELEPHONE NUMBER 350-2182 DURING WORKING HOURS. THANK YOU.



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VACANCY ANNOUNCEMENT IN THE PRIVATE SECTOR

ANNOUNCEMENT NO.: YPVA-356-25

COMMENCING DATE: 06/17/25

CLOSING DATE: 07/16/25

No. of OPENING One (1)

POSITION General Manager

SALARY Depends qualifications and experience

EMPLOYER Local Hardware

QUALIFICATIONS:

The applicant must have a minimum of Two (2) years of working experience in a related field and must be a high school graduate, with knowledgeable in managing and overseeing all aspects of the business such as supervision & management, policy and procedure development & financial management.

DUTIES:

The Applicant will be responsible for overseeing the smooth day-to-day operation of the business ensuring efficiency, compliance and effective communication. Responsible in developing and implementing administrative policies and procedures. Managing budgets, monitoring expenses, and assisting payroll and financial processes. Allocating task and managing deadlines to ensure a safe and well-maintained environment

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