



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

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

VACANCY ANNOUNCEMENT IN THE PRIVATE SECTOR

ANNOUNCEMENT NO.: YPVA-338-25

COMMENCING DATE: 06/09/25

CLOSING DATE: 07/08/25

No. of OPENING Two (2)

POSITION Foreman

SALARY Depending on qualifications and experience

EMPLOYER JC Company

QUALIFICATIONS: The applicant must have at least Two (2) to Four (4) years of experience as a foreman, or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

DUTIES: The Applicant will be responsible for scheduling, coordinating and supervising work of all site operatives. Ensure that all work is delivered safely on time and within budget along with managing equipment and materials required. Ensure all company and legal regulations are implemented, that all required documentation is completed as necessary and recording daily work on site. The applicant will be able to train local workers to be independent to perform task from time to time.

- *Applications are available at the Workforce Enrichment Division/Department of Resources and Development.*

FOR MORE INFORMATION, PLEASE CONTACT THE YAP STATE WORKFORCE ENRICHMENT DIVISION, DEPARTMENT OF RESOURCES AND DEVELOPMENT AT TELEPHONE NUMBER 350-2182 DURING WORKING HOURS. THANK YOU.



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No. of OPENING One (1)

POSITION Accountant

SALARY Depending on Experience

EMPLOYER JC Company

QUALIFICATIONS: Must be a trade school graduate with certification in accounting and have a minimum of two to four years' experience in accounting.

DUTIES: The Applicant will be responsible for processing, review, tracking and general ledger posting of multiple projects. Maintain invoice files, and communicate with project manager, vendors, and external parties to manage draw requests. Perform and review bank account reconciliations and assist with corporate balance sheet reconciliations and other internal management reports. Calculate and invoice general contracting fees and allocate payroll to projects. Responsible for accounts receivable tracking, management and reporting. Other duties as assigned.

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VACANCY ANNOUNCEMENT IN THE PRIVATE SECTOR

ANNOUNCEMENT NO.: YPVA-340-25

COMMENCING DATE: 06.09.25

CLOSING DATE: 07.08.25

No. of OPENING Two (2)

POSITION Diesel Engine Mechanic

SALARY Depending on Experience

EMPLOYER JC Company

QUALIFICATIONS: Must be a trade school graduate with Mechanical Certification and have a minimum of two to four years of experience in Mechanics.

DUTIES: Repair and maintain diesel engines using hand tools, precision measuring instruments, and machine tools. Diagnose trouble, disassemble engines, and examine parts for defects and excessive wear. Recondition and replace parts using engine lathes, boring machines, hand tools, and precision measuring instruments. May be designated according to type of diesel engine or equipment repaired including automobile, marine, truck, or construction equipment. Must be able to train local workers to be independent in performing required duties from time to time.

- *Applications are available at the Workforce Enrichment Division/Department of Resources and Development.*

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VACANCY ANNOUNCEMENT IN THE PRIVATE SECTOR

ANNOUNCEMENT NO.: YPVA-341-25

COMMENCING DATE: 06.09.25

CLOSING DATE: 07.08.25

No. of OPENING Two (2)

POSITION Mason

SALARY Depending on Experience

EMPLOYER JC Company

QUALIFICATIONS:

Must be a trade school graduate with Mechanical Certification and have a minimum of two to four years of experience in Masonry or bricklaying works.

DUTIES:

Prepare surfaces prior to beginning work. Fabricate, alter, repair and maintain walls, sidewalks, street curbs, floors and other related structures or surfaces. Lay blocks or bricks following blueprints, plans or drawings. Determine work requirements and sequence of masonry assignments through review or work orders, plans, or drawings. Lay out work, mix cement, cut bricks and concrete. Operate forklift, dump truck, and flatbed. Estimate materials and labor. Able to train local workers to be independent in performing required duties.

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