

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

To: Director, DY&CA
From: DHS

Starting Date : 5/3/23
Ending Date : Continuous


Frequency:
☒ Regular – 3x 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.
XX

See Attachment

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Reviewed & Approved By:  5/4/23
DY&CA, Director Alex Gilfiley Date

FOR V6AI-AM/KUTE-FM OFFICIAL USE ONLY

Received By: _____ Date: _____ Time: _____
Chief of Media

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-23-033
Opening Date: 4/26/2023
Closing Date: Continuous

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

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: NCD Program Coordinator
Ungraded \$ 13,039.78 P/A

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:

Public Health Division
Department of Health Services
Colonia Yap 96943

DUTIES:

Program coordinator plans, organizes, and manages the preventive health needs, of the NCD Program and also assist the two graduate nurses in planning, coordinating and managing of NCD Clinic. Prepares annual budget Proposal, writes quarterly and annual reports and other reports as requested to the FSM and State Government. Maintains accurate computer registries for Diabetes and Hypertension clients and other required equipments and supplies for the program. Attends all off/on island meetings, seminars, conferences as representative for NCD Program. Follow all NCD Program policies, procedures and protocols and ensures it's all are up to date as well. Develops and distributes brochures/ educational material in the community on practicing a healthy lifestyle to prevent NCD. Plans, organizes and implements health lifestyle programs/ activities to prevent incidence of NCD in the communities including each of the 5 catchment areas, outer islands, students in elementary school, high school and COM at least once a year. Works in collaboration with other public health programs to promote health and education activities and initiate policies to health promotion. Managing the NCD program for analysis purposes, including situation analysis, budget maintenance and expenditure, and timely submission of grant applications. See also applicable opportunities for the program. Assist with other Public Health Programs and other duties as assigned by the Chief of Public Health. Supports CHC staff in their NCD program practices and ensures that clinical program staff provide instruction and support regarding clinical practices as needed.

MINIMUM QUALIFICATION REQUIREMENT:

Minimum of two year degree in health science with at least 3 years or more experience in Public Health work related, but preferably Health Science Degree with postgraduate in Public Health. Equivalent of some college with 5 years or more of work experience as a section supervisor and demonstration of ability in running program activities may substitute the educational requirement. Demonstrates knowledge in NCD disease processes and prevention. Demonstrates abilities to assess, plan implement and evaluate the needs of target groups to prevent the incidence of NCD. Demonstrates effective interpersonal and counseling skills.

Preferred Knowledge, Skills and Abilities:

Able to develop and execute prevention activities either solely or with the coordination of various agencies and groups. Demonstrates knowledge in NCD disease processes and prevention. Able to assess, plan, implement and evaluate the needs of target groups to prevent the incidence of NCD. Demonstrates effective interpersonal and counseling skills.