

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-114
Opening Date: 2/7/2025
Closing Date: Until Filled

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

Email: 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: Project Administrator
UNGRADED
\$ 18,000.00 PA

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:

**Project Management Office
Office of Planning & Budget
Yap State Government 96943**

DUTIES:

To provide a high level of administrative support including document control and management, site payroll administration and site inventory management support. Manage, maintain and update document management system logs and registers. Managing and processing drawings/ documents as and when required for multiple mass copying and duplication. Maintaining a drawing register for all distributed documents. Administration of Request For Information (RFI) and confirm verbal instructions. Maintenance of online inventory Management System. Analysis of open Purchase Order report and perform other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENT:

Certification in Business Administration or industry equivalent with at least 4-5 years in document control and at least 2 years experience in the construction industry. Must have considerable knowledge of the principles and practice of the document control system.

Preferred Knowledge, Skills and Abilities;

Knowledge of materials, methods, and the tools involved in the construction or repair of buildings, and other structures. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Ability to plan and organize in a logical manner, prompt decision making and leadership. Skills in computer Literate/ Microsoft Office. Ability to communicate effectively in writing and able to multi-task. Time Management skills, record maintenance skills and communications.

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