

# EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-032  
Opening Date: 4/23/2024  
Closing Date: 5/8/2024

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: Program Presenter  
PL 6/1  
\$ 172.80BW \$4,492.80 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:

Media & Protocol Division  
Department of Youth & Civic Affairs  
Yap State Government 96943

## DUTIES:

Responsible for the planning and assembling of information for development of programs. Responsible for filing and or archiving of studio materials. Responsible for the airing of all approved materials (regular announcements; vacancy announcements; advertisements and radio spots) are being aired daily and timely. Assists the program producer in compilation and publication of radio programs. Assists the radio supervisor in training of radio staffs on presentation and radio production techniques. Conduct on air presentations and translating of public announcements into local vernaculars for non English speakers. Assist the Program Producer in conducting of periodic radio interviews and panel discussions with public officials on government matters, and for disseminating the information to the general public in a timely manner. Make recommendation on ways to improve program productions. In the absence of the Program Producer, assist in the production of radio news and/ or shows. Perform as reporter both on live radio/ TV programs. Assists the Program Producer to produce reports of local activities within each respective communities of Yap State. Perform other related duties as assign by the Division Chief from time to time.

## MINIMUM QUALIFICATION REQUIREMENT:

Must have a High School Diploma and some work experience related to digital, radio or media activities. On the job training will be provided.

## Preferred Knowledge, Skills and Abilities:

Knowledge in Microsoft Office. Good communications skills and able to communicate skills and able to create a good working environment. Ability to present radio programs according to the schedule without difficulties. Must have the ability to communicate openly with other staff.

SECURE APPLICATION FORMS  
FROM AND RETURN TO YAP  
STATE PERSONNEL OFFICE