

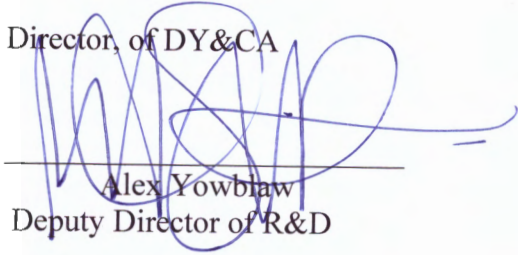


DEPARTMENT OF RESOURCES & DEVELOPMENT  
DIVISION OF WORKFORCE ENRICHMENT  
Yap State Government

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:   
Alex Yowblaw  
Deputy Director of R&D

From:   
Bernard Gorong  
Chief of WED

Starting Date: 5/09/23

Ending Date: 6/09/23

Frequency:

☒ Regular- 3 x per day      ☐ Emergency- ASAP

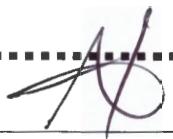
Languages (check all that apply):

☒ English      ☒ Yapese      ☒ Outer Island

Directions:

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

Reviewed & Approved By: \_\_\_\_\_

  
Alex Julius Gilfiley  
Director, DY&CA

5/12/23

Date

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Sebastian F. Tamagken  
Chief of Media

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

To: Director, DY&CA  
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Starting Date: 5/09/2023

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XX

Yap Cooperative Association is announcing One (1) Position for a System Technician

Salary: Based on experience and qualifications

Qualifications: Must have 2-year training in computer technology or equivalent 2-years work experience in computer hardware and software installation and maintenance. Certification in computer networking preferred.

Duties: Provide wide variety of duties to ensure optimum performance of company computer networks and backup systems.

XX

Reviewed & Approved By: \_\_\_\_\_

Director, DY&CA

Date

FOR V6AI-AM/KUTE-FM OFFICIAL USE ONLY

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Chief of Media

Date: \_\_\_\_\_

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XX

Yap Cooperative Association is announcing One (1) Position for a Finance Division Manager

Salary: Based on experience and qualifications

Qualifications: Must have at least a college degree in accounting plus a minimum of 2-year experience in a financial institution of a similar or larger size. A CPA degree is desirable plus the ability to lead and supervise others. Abilities to communicate verbally and in writing with others is essential.

Duties: Directs the development, implementation, and maintenance of accounting practices that result in providing a comprehensive accounting system. Through the Accounting Departments, Data Information Systems and Inventory Control Supervisors ensure that all accounting records, policies, and procedures are in accordance with generally accepted accounting principles.

XX

Reviewed & Approved By: \_\_\_\_\_  
Director, DY&CA

Date

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Yap Cooperative Association is announcing One (1) Position for a Warehouse Manager

Salary: Based on experience and qualifications

Qualifications: Must have at least a High School Diploma or GED. Degree in business or experience in logistics management or related warehouse experience is highly preferred.

Duties: Manages and directs warehouse operations in compliance with sanitation, inventory control, safety and quality assurance program, policies and regulations.

XX

Reviewed & Approved By: \_\_\_\_\_

Director, DY&CA

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XX

Yap Cooperative Association is announcing Four (4) Positions for Warehousemen

Salary: Based on experience and qualifications

Qualifications: Must have at least a High School Diploma or GED, with basic arithmetic skills and ability to read and speak English. Applicable State Driver's License (class 2 thru 4) for vehicles and forklifts, both manual and automatic transmissions; Ability to lift and carry a weight of 70lbs for shorter a distance of 12ft.

Duties: Assist the warehouse operations by receiving, verifying and recording incoming shipments, collecting, transporting and delivering inventory to requesting sales department outlets and customers; and supporting other warehouse operations.

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Reviewed & Approved By: \_\_\_\_\_

Director, DY&CA

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Yap Cooperative Association is announcing Two (2) Positions for Mechanic Helper

Salary: Based on experience and qualifications

Qualifications: Must have a minimum 2 to 5 years of education and/or professional experience (intermediate to advance skills) in mechanics.

Duties: Perform duties in mechanic; work in specialty in any combination of automotive mechanics, motors, electronics, body or hydraulic systems repairs and maintenance.

XX

Reviewed & Approved By: \_\_\_\_\_

Director, DY&CA

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Yap Cooperative Association is announcing One (1) Position for a Refrigeration Technician

Salary: Based on experience and qualifications

Qualifications: Must have at least 3-years' experience in refrigeration and electrical work.  
Vocational or trade school certification are highly preferred.

Duties: Assist Maintenance Supervisor with repairing and maintaining air conditioning,  
refrigerators and freezer units.

XX

Reviewed & Approved By: \_\_\_\_\_

Director, DY&CA

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XX

Yap Cooperative Association is announcing Two (2) Positions for Draftsman/Estimator

Salary: Based on experience and qualifications

Qualifications; Must have at least a High School Diploma or GED with basic computer knowledge, with vocational education in the field of construction and basic AutoCAD literacy.

Duties: Produces architectural plans, designs, and material-takeoffs and prepares construction project budget and or any other related tasks as appointed by supervisor.

XX

Reviewed & Approved By: \_\_\_\_\_

Director, DY&CA

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Yap Cooperative Association is announcing Two (2) Positions for Hardware Heavy Equipment Operator

Salary: Based on experience and qualifications

Qualifications: Possess a valid Yap State driver's license with classes 2 thru 4; ability to operate manual and automatic transmission equipment, 2-ton thru 10-ton trucks, forklifts, excavators, front loaders and other related heavy equipment. Must be able to read, write and speak in English, validate and complete trip tickets and equipment rental records.

Duties: Provide delivery services of products to customer-prescribed destinations, operating services of rented equipment and ensure products and materials are monitored, kept well-organized and maintained in a safe and fit condition.

XX

Reviewed & Approved By: \_\_\_\_\_

Director, DY&CA

Date

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Yap Cooperative Association is announcing One (1) Position for a Wholesale Manager

Salary: Based on experience and qualifications

Qualifications: Must have at least 2 to 5 years' work experience in sales and marketing with direct customer contact. Supervisory experience is preferred.

Duties: Manage the daily operations and strategic objectives of the YCA Wholesale operations through design, implementation, maintenance and management of all business functions and procedures for the assurance of YCA's profitability and growth.

XX

Reviewed & Approved By: \_\_\_\_\_

Director, DY&CA

Date

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Received By: \_\_\_\_\_

Chief of Media

Date: \_\_\_\_\_

Time: \_\_\_\_\_





# Yap Cooperative Association

P.O. Box 159 Colonia, Yap 96943  
Ph: (691) 350-2208/2209; Fax: (691) 350-4114  
yca@mail.fm



## PUBLIC VACANCY ANNOUNCEMENT

**RECEIVED**

DATE/BY 5.08.23 JJ

closes 6.09.23

Date: May 04, 2023  
To: Yap State Labor/ Manpower  
Resources & Development  
Thru: YCA Personnel Department  
Announcement Date & Frequency: Daily  
Regular (3x a day)

Yap Cooperative Association is calling for any applicants interested in the following positions to submit applications to YCA Personnel Office. Though not all these positions are vacant as of date, YCA welcomes qualified individuals to submit their applications of interest for future opportunities and emergency purposes. Application validity period is up to 6 months from closing date.

### **SYSTEMS TECHNICIAN (1):**

**Duties:** Provides wide variety of duties to ensure optimum performance of company computer networks and backup systems.

**Min. Qualifications:** 2-year training in computer technology, or equivalent 2 years' work experience in computer hardware and software installation and maintenance. Certification in computer networking preferred.

### **FINANCE DIVISION MANAGER (1):**

**Duties:** Directs the development, implementation, and maintenance of accounting practices that result in providing a comprehensive accounting system. Through the Accounting Departments, Data Information Systems and Inventory Control Supervisors ensure that all accounting records, policies, and procedures are in accordance with generally accepted accounting principles.

**Minimum Qualifications:** A college degree in accounting plus a minimum of two years' experience in a financial institution of a similar or large size. A CPA degree is desirable plus the ability to lead and supervise others. Ability to communicate verbally and in writing with others is essential.

### **WAREHOUSE MANAGER (1):**

**Duties:** Manages and directs warehouse operations in compliance with sanitation, inventory control, safety and quality assurance program, policies and regulations.

**Minimum Qualifications:** High School diploma or GED required. Degree in business or experience in logistics management or related warehouse experience is highly preferred.

### **WAREHOUSEMAN (4):**

**Duties:** Assist the warehouse operations by receiving, verifying and recording incoming shipments, collecting, transporting and delivering inventory to requesting sales department outlets and customers; and supporting other Warehouse operations.

**Minimum Qualifications:** High School graduate or GED equivalent, with basic arithmetic skills and ability to read and speak English. Applicable State Driver's License (class 2 through 4) for vehicles and forklifts, both manual and automatic transmissions; Ability to lift and carry a weight 70lbs for no distance of 12ft.



# Yap Cooperative Association

P.O. Box 159 Colonia, Yap 96943  
Ph: (691) 350-2208/2209; Fax: (691) 350-4114  
yca@mail.fm

**RECEIVED**  
DATE/BY 5-08-23 JS



Closes 6-09-23

## **MECHANIC HELPER (2):**

**Duties:** Performs duties in mechanic work with specialty in any combination of automotive mechanics, motors, electronics, body or hydraulic systems repairs and maintenance.

**Minimum Qualifications:** 2 to 5 year education and/or professional experience (intermediate to advance skills) in mechanics.

## **REFRIGERATION TECHNICIAN (1):**

**Duties:** Assists Maintenance Supervisor with repairing and maintaining air conditioning, refrigerators and freezer units.

**Minimum Qualifications:** 3 years' experience in refrigeration and electrical work. Vocational or trade school certification highly preferred.

## **DRAFTSMAN/ ESTIMATOR (2):**

**Duties:** Produces architectural plans, designs, and material-takeoffs and prepares construction project budget and or any other related tasks as appointed by Supervisor.

**Minimum Qualifications:** A high school graduate with basic computer knowledge with vocational education in field of construction and basic AutoCAD literacy.

## **HARDWARE HEAVY EQUIPMENT OPERATOR (2):**

**Duties:** Provides delivery services of products to customer-prescribed destinations, operating services of rented equipment and ensures products and materials are monitored, kept well-organized and maintained in safe and fit condition.

**Minimum Qualifications:** Possess a valid Yap State driver's license with classes 2 through 4; Ability to operate manual and automatic transmission equipment, 2-ton thru 10-ton trucks, forklifts, excavators, front loaders and other related heavy equipment. Must be able to read, write and speak English, validate and complete trip tickets and equipment rental records.

## **WHOLESALE MANAGER (1):**

**Duties:** Manages the daily operations and strategic objectives of the YCA Wholesale operations through design, implementation, maintenance and management of all business functions and procedures for the assurance of YCA's profitability and growth.

**Minimum Qualifications:** 2 to 5 years' work experience in sales and marketing with direct customer contact. Supervisory experience in preferred.

**Salary: Depends on Qualification**

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Apply in person at YCA, Personnel Office between 8:00 a.m. to 4:30 p.m. weekdays, or through email address: [yca@mail.fm](mailto:yca@mail.fm).

END