

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

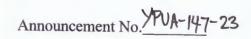
Tel: (691) 350-2182 Fax: (691) 350-2571

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

To:	Director, of DY&	CA				
Thru:	Alex Yow Deputy Director					
From:	Bernard G Chief of W					
Starting Date: Ending Date:						
Frequency: (<u>x</u>) Regular-	3 x per day	Emerg	ency- ASAF)		
Languages (ch	neck all that apply):					
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Directions: All announcen attach an extra	nents should be typ 1 sheet.	e- written and d	ouble spaced	d. If more s	pace is neede	ed, please
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Reviewed & A	F	Alex Julius Gilfi Director, DY&0			5/12/23 Date	
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Received By:		Date	:		Time:	
	Sebastian F. Tam Chief of Med					

Director, DY&CA

rioin. Dep	of Resources & Develo	opment (R&D)		
Starting Date: 5/09	/2023			
Ending Date: 6/09/	/2023	CATE DINE	Dr.	
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Directions: All announcements sh	nould be type-written and do	ouble spaced. If more space	e is needed, please attach an extra sheet.	VY
			n for a System Technician	AA
	experience and qualifi			
Qualifications: Mu experience in com computer network	ust have 2-year training puter hardware and so ing preferred.	ng in computer technologies in computer technologies installation and	ology or equivalent 2-years work nd maintenance. Certification in	
Duties: Provide w networks and back	ide variety of duties to cup systems.	o ensure optimum per	rformance of company computer	
XXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXX	xxxxxxxxxxxxxxxxx	X
Reviewed & Approve	ed By:Direct	tor, DY&CA	Date	
	FOR V6AI-AM	1/KUTE-FM OFFICIAL	USE ONLY	
Received By:		Date:	Time:	
	Chief of Media			



Dept. of Resources & Development (R&D)

Director, DY&CA

To: From:

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			And the same of th	nance Division Manager
		nce and qualifications		
Qualification experience in ability to lead its essential.	s: Must have a financial i d and supervi	at least a college degreenstitution of a similar consecution of a similar consecution of the contract of the c	ee in accounting plus or larger size. A CPA communicate verbally	a minimum of 2-year degree is desirable plus the and in writing with others
Duties: Directoresult in prov Data Information and Dolicies, and	cts the developments the development of the develop	pment, implementation orehensive accounting s and Inventory Control are in accordance with g	a, and maintenance of system. Through the A Supervisors ensure to generally accepted acc	accounting practices that Accounting Departments, hat all accounting records, counting principles.
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n		on CIAI	2 - COL	
Reviewed & A	pproved By:	Director, DY&C	A.	Date
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Director, DY&CA

From:	Dept. of Res	sources & Developme	ent (R&D)		
Starting Da	ate: 5/09/2023				
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Directions: All announce	ements should be t	type-written and double	spaced. If more spac	e is needed, please attac	n an extra sheet.
Yap Coope	rative Associa	ation is announcing	g One (1) Positio	n for a Warehouse	Manager
		nce and qualificati			11
Qualification experience	ons: Must have in logistics m	e at least a High So anagement or relat	chool Diploma o ed warehouse ex	r GED. Degree in b perience is highly j	ousiness or preferred.
Duties: Mar control, saf	nages and directly and quality	ects warehouse ope y assurance progra	erations in complem, policies and i	iance with sanitations.	on, inventory
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Reviewed &	Approved By:	Director, I	DY&CA	A	Date
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Director, DY&CA

To:

From:	Dept. of Reso	ources & Developme	ent (R&D)			
Starting Da	ate: 5/09/2023					
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Directions: All announce XXXXXXXX	ements should be ty	pe-written and double	e spaced. If more sp	ace is needed, pl	ease attach an extra sheet.	XXX
Yap Coope	erative Associat	ion is announcing	g Four (4) Posit	ions for War	ehousemen	
w 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		ce and qualificati			1 13	
Qualification and ability vehicles an of 70lbs for	ons: Must have to read and spe d forklifts, both r shorter a dista	at least a High Sak English. Appl n manual and auto nce of 12ft.	chool Diploma licable State Dri omatic transmis	or GED, with ver's Licens sions; Ability	h basic arithmetic ski e (class 2 thru 4) for y to lift and carry a w	ills veight
Duties: Ass shipments, and custom	sist the warehou collecting, tran ters; and suppor	ise operations by sporting and deli- ting other wareh	receiving, veri vering inventor ouse operations	ying and rec y to requesting	ording incoming ng sales department o	outlets
XXXXXXX	xxxxxxxx	xxxxxxxx	xxxxxxxxx	xxxxxxx	xxxxxxxxxxxx	CXX
Reviewed &	Approved By:	Director	DV&CA	- TOTAL	Date	
		Director, 1	Diaca		Date	
		FOR V6AI-AM/KU	UTE-FM OFFICIA	L USE ONLY		
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To:	Director, DY	&CA	
From:	Dept. of Res	ources & Development (R&D)	
Starting Date	: 5/09/2023		
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Frequency:	20	500	
[X] Regular -	-3x per day	[] Emergency – ASAP	
Languages (c	heck all that a	oply):	
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XXXXXXXX Yap Coopera Salary: Base	ative Associand on experient	ation is announcing Two (2) Pos	
intermediate	e to advance	skills) in mechanics.	cation and/or professional experience
Duties: Perfo mechanics, r	orm duties in notors, electi	mechanic; work in specialty in onics, body or hydraulic system	any combination of automotive as repairs and maintenance.
xxxxxxx	XXXXXXXX	CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	xxxxxxxxxxxxxxx
Reviewed & A	approved By:	Director, DY&CA	Date
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Received By:		Date:	Time:
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To:	Director, DY	&CA							
From:	Dept. of Resources & Development (R&D)								
Starting Date	: 5/09/2023								
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		* 1		1	se attach an extra sheet.				
Yap Cooper	ative Associa	ition is announci	ng One (1) Posit	on for a Refrig	geration Technician				
Salary: Base	d on experie	nce and qualifica	ations		J H				
Qualification Vocational of	ns: Must have or trade school	e at least 3-years of certification ar	' experience in re e highly preferre	efrigeration and	d electrical work.				
Duties: Assi refrigerators	st Maintenan and freezer	ce Supervisor wi	ith repairing and	maintaining ai	r conditioning,				
xxxxxxx	XXXXXXXX	xxxxxxxxx	xxxxxxxxx	xxxxxxxxx	xxxxxxxxxxx				
Reviewed & A	approved By:	Director	r, DY&CA	E A TELL	Date				
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From:	Dept. of Resources & Development (R&D)	
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Yap Coope	erative Association is announcing Two (2) Position	ns for Draftsman/Estimator
Salary: Bas	sed on experience and qualifications	
Qualification knowledge,	ions; Must have at least a High School Diploma or e, with vocational education in the field of construction	GED with basic computer ction and basic AutoCAD literacy.
Duties: Proproject bud	oduces architectural plans, designs, and material-tadget and or any other related tasks as appointed by	keoffs and prepares construction supervisor.
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Reviewed &	Approved By: Director, DY&CA	Date
	FOR V6AI-AM/KUTE-FM OFFICIAL	USE ONLY
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Dept. of Resources & Development (R&D)

Director, DY&CA

To:

From:

Starting Date: 5/09/2023
Ending Date: 6/09/2023
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Languages (check all that apply):
[X] English [X] Yapese [X] Outer Island
Directions:
All announcements should be type-written and double spaced. If more space is needed, please attach an extra sheet. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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.
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Reviewed & Approved By: Director, DY&CA Date
FOR V6AI-AM/KUTE-FM OFFICIAL USE ONLY
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Director, DY&CA

From:	Dept. of Res	ources & Developn	ment (R&D)		
Starting Date	e: 5/09/2023				
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[X] English	[X] Yapese	[X] Outer Island	-		7
				The second secon	ease attach an extra sheet.
Yap Cooper	ative Associa	ation is announci	ng One (1) Po	sition for a Who	olesale Manager
Salary: Base	ed on experie	nce and qualifica	ations	118	
Qualification direct custor	ns: Must hav ner contact.	e at least 2 to 5 y Supervisory expe	ears' work experience is prefe	perience in sales	s and marketing with
Duties: Man hrough desi procedures f	age the daily gn, impleme or the assura	operations and s ntation, maintenance of YCA's pr	strategic object ance and mana ofitability and	tives of the YCA gement of all bu growth.	A Wholesale operations usiness functions and
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Received By:		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

Date: May 04, 2023

To: Yap State Labor/ Manpower Resources & Development

Thru: YCA Personnel Department

Announcement Date & Frequency: Daily

Regular (3x a day)

COSES 6:09:23

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 communication verbally and in writing with others in 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





Closes 6.09.22

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

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.