

EXAMINATION ANNOUNCEMENT



E.A. No.: **YP-24-072**

Opening Date: **7/12/2024**

Closing Date: **Until Filled**

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: Laboratory Assistant

UNG. 6,011.20 PA

\$ 231.20 BW

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:

Ancillary

Department of Health Services

Colonia Yap 96943

DUTIES:

Laboratory Assistant works in medical laboratory settings to organize and maintain office files and assist associates in ways that optimize procedures, sort and distribute communication in a timely manner, schedule meeting and note taker, monitoring and maintaining laboratory monthly and quarterly reports. Update all employee personnel file, works on lab schedule, works on time sheet and submit on time, collecting and providing information, imputing data, making copies and filing records accordingly.

MINIMUM QUALIFICATION REQUIREMENT:

High school diploma, computer skills, good in verbal and written communication skills, have driver's license and ability to work with a team or independently or equivalent with at least one to two years experiences in any type of tightly monitored agencies/offices.

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