

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-024
Opening Date: 4/5/2024
Closing Date: 5/5/2024

OFFICE OF ADMINISTRATIVE SERVICES
Division of Personnel

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: Economic Development Specialist
P/L 14/1 \$ 7,134.40 PA
\$ 274.40 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:

**Division of Commerce & Industry
Department of Resources & Development
Yap State Government**

DUTIES:

Review and process for final approval by ROC and Business License Officer all incoming Business License Application (New & Renewal) in accordance with Yap State Business Regulations. Issue and Supervise issuance of all approved Yap State Business Licenses. Maintain updated Business License Listing and each individual business file. Assist in the overall compliance monitoring of Yap State Business Act and its regulations. Assists in evaluating and monitoring projects that were funded under the Yap Development Loan Fund. Work with Private Sector in Providing technical assistance to its operation. Assist with updating website (yapdevelopments.org). Assist Economic Development Technician when necessary and perform other duties as may be assigned from time to time by the Chief.

MINIMUM QUALIFICATION REQUIREMENT:

Graduate from a recognized college or university with a degree in business administration or economics. Two years of experience in business management or a related field.

SECURE APPLICATION FORMS
FROM AND RETURN TO YAP
STATE PERSONNEL OFFICE