

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-006
Opening Date: 4/5/2024
Closing Date: 4/25/2024

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: SECURITY GUARD
PL 6/1- \$172.80 Bi-Weekly
\$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:

**Airport Section
Department of Public Works & Transportation
Yap State Government**

DUTIES:

Perform duties in accordance with ICAO and TSA standard procedures. Reviews the Yap International Airport Security program with the security supervisor and recommend changes as required annually. Attend security training programs and workshops improvement and enhancement of airport security. Make round of inspections of assigned areas to guard against trespass, thieves, loiterers, and damaged. Maintain law and order and protect life and properties. Report all fires, unusual, occurrence and law violation to immediate supervisor or relevant authorities. Inspect airport facility, parking lots, vehicle and equipment to ensure all are secured and that unauthorized person(s) are not on premises. Screen, inspect, and log all persons and vehicle when entering restricted areas at the security booth. Patrol all airport as well as the perimeter fence daily and inspect for any washouts or breaks. Notify supervisor for any irregularities. Conduct daily wildlife activity. Inspect, maintain and submit daily airport safety inspection checklist which include runways, taxiways, apron, and all property within the AOA to relevant parties. Report and disseminate information regarding hazard to relevant parties. Perform other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENT:

The incumbent of this position must be high school graduate or higher education with at least 1 year experience as a security guard, police officer, or any related field. The incumbent must have the ability to give and receive instruction in English. Good moral character. Must be skilled and familiar with computer, MS word, Excel, Adobe, Outlook and emails. Must be reliable and on time with transportation to and from work. Must have cell phone in case of emergency; and does not have complication in confronting those that are not in compliance with Yap International Airport policies and or Yap State Laws. Must have a valid Yap State Driver license.

SECURE APPLICATION FORMS
FROM AND RETURN TO YAP
STATE PERSONNEL OFFICE