



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:

Bernard Gorong
Director of R&D

From:

Jerrick Loochaz
Employment Service Officer WED, R&D

Starting Date: 05/14/25

Ending Date: 06/14/25

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 Julias Gilfiley
Director, DY&CA

5/22/25
Date

Received By: _____

Chief of Media

Date: _____

Time: _____



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VACANCY ANNOUNCEMENT IN THE PRIVATE SECTOR

ANNOUNCEMENT NO.: YPVA-295-25

COMMENCING DATE: 05/14/25

CLOSING DATE: 06/14/25

No. of OPENING Two (2)

POSITION Auto Mechanic

SALARY Negotiable

EMPLOYER Libyan Yoruw Pacific Inc. dba Hiltop Apartments

QUALIFICATIONS:

The applicant possess a high school diploma or equivalent with certification from a recognized program; Possess a valid drivers license and have the ability to lift heavy tools and parts and work in a physically demanding environment; Applicant must also be willing to work flexible hours including weekends if needed.

DUTIES:

The Applicant will be responsible in performing routine maintenance including oil changes, tire rotations and brake inspections; Diagnose mechanical and electrical issues in vehicles using specialized tools and equipment and repair or replace faulty parts such as engines, transmissions and suspension systems; Conduct vehicle safety checks and inspections in compliance with regulations and maintain detailed records of repairs and services performed and communicate effectively with clients to explain issues, repairs and costs.

IF INTERESTED YOU CAN PICK-UP AN APPLICATION AT THE YAP STATE LABOR OFFICE, WORKFORCE ENRICHMENT DIVISION, DEPARTMENT OF RESOURCES & DEVELOPMENT OR CONTACT US AT TELEPHONE NUMBER 350-2182 DURING WORKING HOURS. THANK YOU.



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VACANCY ANNOUNCEMENT IN THE PRIVATE SECTOR

ANNOUNCEMENT NO.: YPVA-294-25

COMMENCING DATE: 05/14/25

CLOSING DATE: 06/14/25

No. of OPENING Two (2)

POSITION Carpenter

SALARY Negotiable

EMPLOYER Libyan Yoruw Pacific Inc. dba Hiltop Apartments

QUALIFICATIONS:

The applicant possess a high school diploma or equivalent with certification in carpentry or related fields and must be reliable, punctual and trustworthy and able to work flexible hours. Must possess strong problem solving and teamwork skills and have a good attitude and willingness to learn and be corrected.

DUTIES:

The Applicant will be responsible in reading and interpreting blueprints, drawings and technical plans; Measures, cut, shape and assemble wood, plywood and other materials as well as construct, install and repair structures such as frameworks, doors, cabinets and furniture; Operate hand tools, power tools and other carpentry equipment safely and efficiently and collaborate with team members to complete tasks on time and within budget.

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VACANCY ANNOUNCEMENT IN THE PRIVATE SECTOR

ANNOUNCEMENT NO.: YPVA-293-25

COMMENCING DATE: 05/14/25

CLOSING DATE: 06/14/25

No. of OPENING Two (2)

POSITION House Keeper

SALARY Negotiable

EMPLOYER Libyan Yoruw Pacific Inc. dba Hiltop Apartments

QUALIFICATIONS:

The applicant must have at least two (2) years of work experience as a housekeeper or related and possess a high school diploma or equivalent and must be reliable, punctual and trustworthy and flexible to work weekends, holidays and or as needed.

DUTIES:

The Applicant will be responsible in performing general cleaning tasks including sweeping, mopping, dusting and vacuuming as well as maintaining cleanliness in designated areas such as hotel rooms, bathrooms, kitchen and common spaces. Applicant will also be expected to restock supplies such as toiletries, cleaning materials and linens; Monitor cleaning equipment and report any maintenance or repairing needs. Must follow health and safety guidelines to ensure a safe and hygienic environment and train workers in proper housekeeping.

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