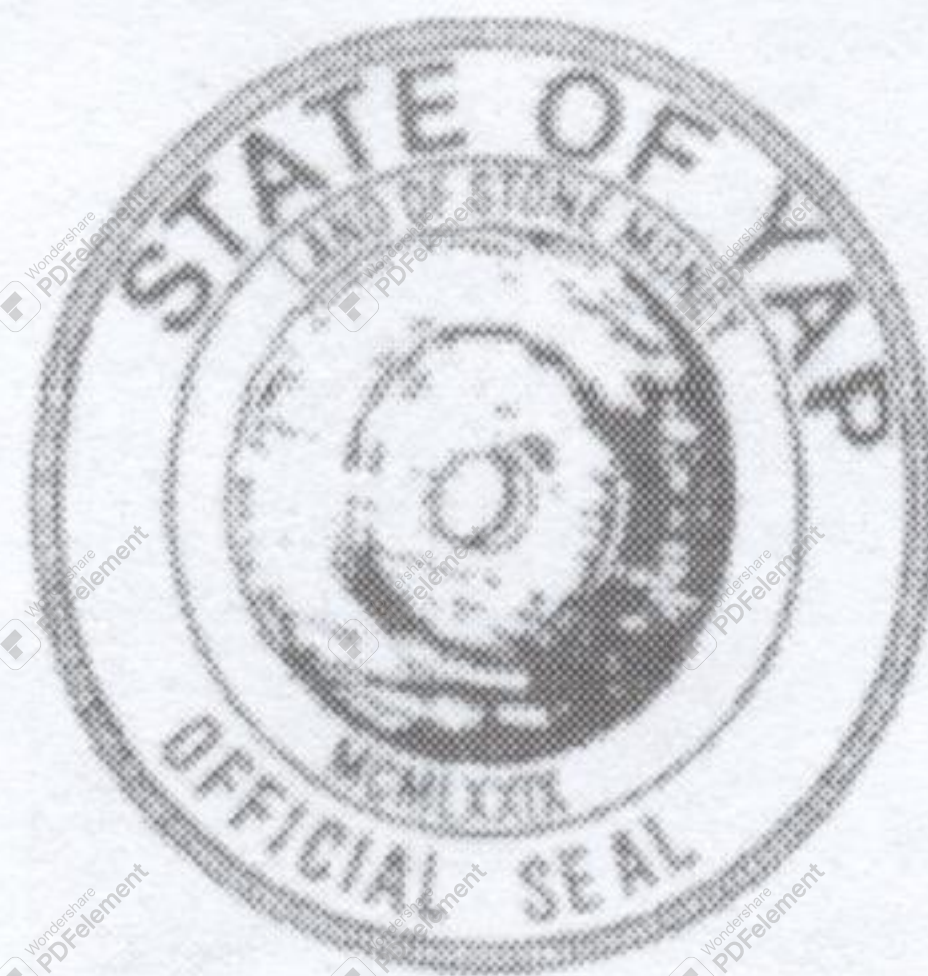


# EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-040  
Opening Date: 5/31/2024  
Closing Date: 6/14/2024

## OFFICE OF ADMINISTRATIVE SERVICES

### Division of Personnel

Email: [ysgpersonnel@gmail.com](mailto: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:** Economic Development Technician  
PL 7/1 -\$ 183.20bw  
\$ 4,763.20pa

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 96943

#### DUTIES:

Provide administrative functions to the Division and the Department. Assist clients with business applications and inquiries. Maintain updated Business License listing and individual business file. Assist in the overall compliance monitoring of Yap State Business Act and its regulations. Prepare and monitor expenditures of the division, in accordance with Financial Management Regulations. Gather, compile, and update import and export statistics and create a data base needed for economic development projects. Maintain the Yap state business license listing for the division's use. Keep track of all division's supplies and assets. Perform other related duties as may be assigned.

#### MINIMUM QUALIFICATION REQUIREMENT:

High School Diploma. At least two years' experience in the administrative secretarial fields. Has a driver's license.

#### Preferred Knowledge, Skills and Abilities:

Proficient in computer/typing skills. Ability to work well with diverse clientele needs. Strong organizational ability. Ability to multitask and excellent written and verbal communication skills.

#### Interested applicants must submit the following document:

1. A complete Yap State Government Employment Application Form.
2. Current Resume and copy of FSM Social Security Card.
3. High School Diploma or Copies of all training certificates and college degrees earned.
4. Police Clearance under 6 months old.
5. A minimum of three professional reference letters under 1 year old.
6. Valid driver's license.

**SECURE EMPLOYMENT APPLICATION FORM FROM AND RETURN TO YAP STATE PERSONNEL OFFICE**