



DOE HUMAN RESOURCES OFFICE

CHUUK STATE SCHOOLS SYSTEM

EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-008-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Executive Assistant/Secretary
Grade/Step: PL 16-18
Salary: \$5,526.56 to \$5,880.16 p/a

Location: Office of the Director of Education
Department of Education
Weno, Chuuk State

Position Supervised by: Director of Education or designee

SUMMARY:	
	The Executive Assistant/Secretary in the Office of the Director of Education is responsible for a range of executive and administrative functions and duties intended to support the Director and Deputy Director of Education. Responsible for executive support such as travel planning, maintaining calendars, and scheduling meetings and other events. On behalf of the Director and Deputy Director, responsible for communicating and sharing information with Department staff, other agency and governmental officials, and the general public. Secretarial responsibilities include, but not limited to, various administrative duties, clerical functions, organizing the Division office, filing and records, support activities, typing memos and other communiqués, as well as preparing spreadsheets, presentations, and technical reports for internal and external distribution and the coordination of the Director and Deputy Director of Education. Must be able to maintain the confidentiality of sensitive and privileged Department business and personnel matters. Functions as an effective member of the Director's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Serve as confidential executive assistant and secretary to the Director and Deputy Director, relieving the administrators of a variety of secretarial and administrative details; maintain confidentiality of sensitive and privileged information. • Receive, screen, and route telephone calls; refer calls or visitors to appropriate staff members; respond to requests, concerns, and questions from the community, representing the Department by phone and written communication; assist in resolving concerns of parents and community members. • Coordinate communication and information from the Director's office; obtain, interpret, and provide information to officials, teachers, parents, community organizations, and others concerning office functions and Department policies and procedures; communicate with other offices to obtain and disseminate information and documents; prepare news releases as directed. • Schedule appointments and meetings; maintain and coordinate the Director and Deputy Director's calendars; make travel arrangements for the Director, Deputy Director, and others for conferences, workshops, and meetings; secure airline transportation, hotel accommodations, and other necessary items. • Monitor assigned budgets, including Department petty cash funds; collect money owed and monitor expenditures; issue purchase orders and order office supplies as needed; and maintain related records. • Compose correspondence independently on a variety of matters; compile and type letters, reports, statistical data, agendas, memos, bulletins, lists, and other materials as directed; prepare, format, edit, and proofread written materials; establish and maintain office filing system. • Receive, sort, read, route, and respond to incoming mail. • Perform special projects and prepare various forms and reports on behalf of the Director and Deputy Director. • Operate a variety of office equipment including a typewriter, copier, fax machine, calculator, postage machine, and computer. • Attend meetings and record proceedings; coordinate preparation and distribution of agendas and meeting minutes. • Supervise and evaluate the performance of assigned personnel. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • Knowledge of functions and secretarial operations of an administrative office. • In-depth knowledge of Department organization, operations, policies, and objectives. • Knowledge of applicable sections of the State Education Code and other relevant laws. • Read, interpret, apply, and explain rules, regulations, policies, and procedures. • Working knowledge of record-keeping and report preparation techniques • Experience with compiling and preparing comprehensive reports concerning a broad spectrum of subject matter. • Use correct English grammar, spelling, punctuation, and vocabulary.

	<ul style="list-style-type: none"> • Excellent oral and written communication skills; knowledge of basic public relations techniques. • Understand and follow oral and written directions. • Excellent interpersonal skills, exhibiting tact, patience, and courtesy. • Knowledge of filing systems, receptionist and telephone techniques, letter and report writing, editing, and proofreading. • Ability to operate a computer, assigned software, and other office equipment. • Ability to organize complex material and summarize discussions and actions taken in report form. • Type at 60 words per minute from clear copy. • Make mathematical calculations with speed and accuracy. • Establish and maintain cooperative and effective working relationships with others. • Strong problem solving skills. • Work confidentially with discretion. • Work independently with little direction.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Minimum of a high school Diploma and some college-level coursework in secretarial science or a related field is required. • Associate degree or higher is preferred. • Minimum of two years of high level secretary experience is required. • Three or more years of experience as an Executive or Administrative Assistant is preferred.
MATERIALS AND EQUIPMENT USED:	<ul style="list-style-type: none"> • Personal computer. • General office equipment such as telephones, fax, and copy machines. • Word processing software including Word, PowerPoint, Excel, and additional special software required for the position.

TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office
Department of Education
Weno, Chuuk FM 96942
(691) 330-5430/6730
augustinetakashy@gmail.com