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-009-2014 (R-1)**

Opening Date: 01 December 2014 **Closing Date:** 30 December 2014

Position/Title: **Management and Policy Specialist to the Board of Education and the Office of the Director of Education**
Grade/Step: PL 24 - 28
Salary: $8,199.36 to $10,651.68 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 Management and Policy Specialist provides assistance to the Board of Education and the Office of the Director of Education. This position will provide support for the Board of Education for approximately 50% of their time and the other 50% will be allocated to supporting the Office of the Director of Education. Responsible for providing support for the Board of Education including: developing policy, coordinating communications and information; interpreting policies and regulations to officials, staff and the public; scheduling meetings and appointments; making travel arrangements; managing Board finances; and preparing meeting minutes. Functions as an effective member of the Director's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:	• Provide specialist policy and administrative support to the Board of Education and the Office of the Director of Education, relieving the Board members and the Director's Office of a variety of administrative and secretarial tasks. • Maintain confidentiality of sensitive and privileged information. • Coordinate communication and information from the Board of Education; obtain, interpret and provide information to officials, teachers, parents, and community organizations about Board function and activities, and Department policies and procedures; prepare news releases as directed. • Communicate with other offices to obtain information and documents needed by the Board. • Schedule Board meetings and appointments; maintain and coordinate the Board of Education calendar; make travel arrangements for the Board of Education members as needed; secure airline transportation, hotel accommodations, and other necessary travel items. • Monitor assigned budgets, including the Board of Education petty cash fund; collect money owed and monitor expenditures; issue purchase orders and order office supplies as needed; maintain related records. • Compose correspondence independently on a variety of matters; compile and type various 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 Board of Education; attend to administrative details on special matters as assigned. • Operate a variety of office equipment including a typewriter, copier, fax machine, calculator, postage machine, and a computer. • Attend a variety of meetings and record proceedings; coordinate preparation and distribution of agendas as assigned by the position; prepare and distribute minutes. • Attend Board meetings and perform various secretarial duties for the Board, including coordination and preparation of meeting agendas and supporting materials with departments; take minutes of Board meetings; create, duplicate, and distribute board agenda packets. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	• Knowledge of functions and secretarial operations of an administrative and support office. • In-depth knowledge of Department organization, operations, policies, and objectives.

	• Knowledge of applicable sections of the State Education Code and other laws. • Working knowledge of record-keeping and report preparation techniques. • Use correct English grammar, spelling, punctuation, and vocabulary. • Excellent oral and written communication skills. • Knowledge of basic public relations techniques. • Strong interpersonal skills exhibiting tact, patience, and courtesy. • Knowledge of filing systems, telephone techniques, letter and report writing, editing, and proofreading. • Ability to operate a computer, assigned software, and other office equipment. • Read, interpret, apply and explain rules, regulations, policies, and procedures. • Ability to organize complex material and summarize discussions and actions taken in report form. • Understand and follow oral and written directions. • Compile and prepare comprehensive reports concerning a broad spectrum of subject matter. • Type or keyboard at 60 words per minute from clear copy. • Establish and maintain cooperative and effective working relationships with others. • Make mathematical calculations with speed and accuracy. • Work confidentially with discretion. • Work independently with little direction.
EDUCATION AND EXPERIENCE:	• High school diploma and some college-level coursework in secretarial science or a related field is required. • Three years of increasingly responsible secretarial or administrative assistance experience involving public contact.

POSITION REQUIREMENTS:	• Maintain professional appearance and conduct.
	• Consistently exercise professional judgment, including work habits, regular and timely attendance.
	• Able to work in an office environment.
	• Physical Demands:
	  ○ Dexterity of hands and fingers to operate a computer keyboard.
	  ○ Seeing to read a variety of reports and documents.
	  ○ Sitting for extended periods of time.
	  ○ Hearing and speaking to exchange information.

MATERIALS AND EQUIPMENT USED:	• 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
hr@chuukschools.org