



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-010-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Division Secretary, Division of Administration and Personnel
Grade/Step: PL 16
Salary: \$5,526.56 p/a

Location: Division of Administration and Personnel
Department of Education
Weno, Chuuk State

Position Supervised by: Chief, Division of Administration and Personnel

SUMMARY:	The Division Secretary position provides varied and responsible administrative support and clerical functions on behalf of the Division, the Chief, and the staff of the Division, including, but not limited to, various administrative duties, clerical functions, organizing the Division office, filing and records, support activities, and the coordination of communication for the Chief and the division. This position reports to the Chief of the Division. Functions as an effective member of the Division's team.
-----------------	---

ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Perform a wide variety of responsible secretarial and clerical work to relieve the Chief of appropriate administrative and clerical detail; compose independently, or from oral instruction, communication on behalf of the Chief or the Division on routine matters. • Compile information and prepare and maintain a wide variety of data, records, and reports according to established procedures and time lines. • Process forms, requisitions, and personnel information as requested. • Maintain Division records, documents, and files to ensure effectiveness and efficiency. • Maintain confidentiality of sensitive or privileged information. • Initiate and answer telephone calls; take and relay messages; respond to routine inquiries such as information of a general or limited technical nature to parents, staff and others. • Prepare and maintain Division financial records as assigned; record expenditures and assist with the maintenance of division expenditures, account balances. • Initiate purchase requisitions and budget transfers. • Prepare routine correspondence, reports, memoranda, minutes, agendas, forms, and other materials from straight copy, rough drafts or oral instructions. • Receive, open, sort, screen, and distribute incoming mail; compose replies independently or from oral direction for supervisor's review. • Review reports, records, and other data for overall accuracy and completeness. • Record and prepare division time sheets as assigned. • Coordinate and schedule meetings and appointments; take minutes as directed; maintain appointment calendar; reserve facilities; compile and duplicate related materials as needed. • Order various office forms, supplies, and equipment as necessary; assure appropriate levels of inventory. • Operate a variety of office equipment including a computer and peripheral equipment to record information and generate lists, reports, and other materials; utilize word processing and other software as required. • Train and provide work direction to others, as assigned. • Attend and participate in a variety of in-service trainings and meetings. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • Modern office practices, procedures, and equipment.

	<ul style="list-style-type: none"> • Telephone techniques and etiquette. • Financial and statistical record-keeping techniques. • Correct English usage, grammar, spelling, punctuation, and vocabulary. • Interpersonal skills using tact, patience, and courtesy. • Oral and written communication skills. • Computer operation and assigned software. • Business letter and report writing techniques. • Perform varied and responsible secretarial and clerical support duties. • Work independently with limited supervision and direction. • Establish and maintain a record keeping and filing systems. • Understand and follow oral and written directions. • Complete work accurately and in a timely manner. • Establish and maintain cooperative and effective working relationships with others.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Any combination equivalent to graduation from high school and two years of responsible secretarial/clerical experience; more successful experience preferred.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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.
MATERIAL 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 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