



# DOE HUMAN RESOURCES OFFICE

## CHUUK STATE SCHOOLS SYSTEM

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### 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-014-2014

**Opening Date:** 23 June 2014

**Closing Date:** 23 July 2014

**Position/Title:** Procurement and Supply Specialist

**Grade/Step:** PL 19-27

**Salary:** \$6,248.32 to \$9,975.68 p/a

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

**Position Supervised by:** Financial Officer

<b>SUMMARY:</b>	The Procurement and Supply Specialist oversees ordering, receipt, storage, monitoring, and retrieval of inventory and ensures the timely delivery of goods and supplies. Participates with warehouse staff on shipment, loading, transferring, and distribution of supplies, materials, and equipment along with maintaining procurement documents, records, and files. Functions as an effective member of the Division.
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<b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Maintain, review, and improve records of transactions.</li> <li>• Receive and issue school supplies, office supplies, materials, and equipment.</li> <li>• Perform the periodic count of physical inventory.</li> <li>• Assist auditors in their review of inventory.</li> <li>• Engage in the monitoring and maintenance of files of procurement actions to ensure expeditious processing.</li> <li>• Supervise and participate in the storing and arranging of school supplies and materials.</li> <li>• Ensure the all health and safety requirements are met and take responsibility for security of the building and stock.</li> <li>• Maintain and issue inventory reports of supplies and materials.</li> <li>• Suggest warehouse improvements and developments.</li> <li>• Assign work to other employees.</li> <li>• Perform other related duties, as assigned.</li> </ul>
<b>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Knowledge of purchasing/procurement, vendors, and suppliers.</li> <li>• Knowledge of purchasing systems, documentation, and reporting.</li> <li>• Knowledge of inventory control and warehousing procedures.</li> <li>• Leadership and management skills.</li> <li>• Good verbal and written English skills.</li> <li>• Strong analytical and problem solving skills.</li> <li>• Able to assign and direct the work of employees.</li> </ul>
<b>EDUCATION AND EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• High school diploma is required.</li> <li>• Associate degree or above is preferred.</li> <li>• Minimum of one year of successful experience in procurement, supply, and warehousing, or closely related experience is required.</li> <li>• Three years of successful experience in procurement, supply, and warehousing, or closely related experience is preferred.</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Maintain professional appearance and conduct.</li> <li>• Consistently exercise professional judgment, including work habits, regular and timely attendance.</li> <li>• Able to work in an office environment.</li> <li>• Physical demands: <ul style="list-style-type: none"> <li>○ Dexterity of hands and fingers to operate a computer keyboard.</li> <li>○ Seeing to read a variety of reports and documents.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Sitting for extended periods of time.</li> <li>○ Hearing and speaking to exchange information.</li> </ul>
<b>MATERIAL AND EQUIPMENT USED:</b>	<ul style="list-style-type: none"> <li>• Personal computer.</li> <li>• General office equipment such as telephones, fax, and copy machines.</li> <li>• Word processing software including Word, Excel, and additional special software required for position.</li> </ul>

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