



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-015-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Human Resource Specialist (2 Positions)
Grade/Step: PL 19-28
Salary: \$6,248.32 to \$10,651.68 p/a

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

Position Supervised by: Human Resources Officer

SUMMARY:	The Human Resources Specialist performs assigned personnel functions such as recruitment, certification, job analysis, classification, compensation, and a variety of other tasks. The Human Resources Specialist performs a variety of professional-level work involved in coordinating recruitments and performing general analytical studies. Function as an effective member of the Division.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Perform job analyses for a wide variety of positions; prepare class specifications for new positions and revised positions as necessary to reflect reorganization or change in position concept.• Prepare job opening and announcements and media advertisements; draft related recruitment correspondence in a timely manner.• Analyze job applicants according to requirements, established job descriptions, and corresponding qualifications and specifications; arrange for interviews and assure compliance of interview and other policies and procedures.• Recommend qualified screening and interviewing panelists; construct interview

	<p>questions through meetings with the appropriate unit head(s); monitor interview sessions as requested.</p> <ul style="list-style-type: none"> • Provide for proper tabulation of panelist, documentation, and reporting, as appropriate. • Gather and analyze human resource data and information. • Make presentations to Department personnel on application of human resources functions; conduct and/or participate in training or workshop sessions. • Prepare and recommend new and revised personnel procedures for consideration by the Human Resources Officer. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • Principles and practices of Public Personnel Administration, including job analysis, selection, recruitment, and classification. • Various department and governmental guidelines and regulations relating to personnel selection. • Common positions and their requirements. • Computer keyboard and software programs, including word processing and applicant tracking programs. • Letter and report writing techniques. • Record-keeping techniques. • Principles and practices of training and providing work direction. • Oral and written communication skills. • District organization, operations, policies and objectives. • Applicable sections of the State Education Code and other applicable laws. • Interpersonal skills using tact, patience, and courtesy. • Interviewing principles and techniques. • Statistical analysis. • Modern office practices, procedures, and equipment. • Analyze personnel problems and develop practical solutions. • Perform job analyses accurately. • Write job specifications and job announcements. • Apply the rules, regulations, and laws governing the personnel function. • Communicate effectively, both orally and in writing. • Meet schedules and time lines. • Read, interpret, and apply rules, regulations, policies, and procedures.

	<p>Work cooperatively with others.</p> <ul style="list-style-type: none"> • Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents, and others. • Work independently with little direction. • Maintain records and prepare reports. • Make mathematical computations with speed and accuracy. • Operate a vehicle, observing legal and defensive driving practices. • Understand and follow oral and written instructions. • Establish and maintain cooperative and effective working relationships with others. • Correct English usage, grammar, spelling, punctuation, and vocabulary. • Personnel laws, rules and regulations applicable to the recruitment, examination and placement under the Merit System.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Associate degree is required. • Bachelor's degree or higher is preferred. • Personnel management, public administration or experience in a related field is required. • Minimum of two years of experience in human resources, recruitment, selection, compensation, or classification or related area(s) is required. • At least four or more years of experience in human resources, recruitment, selection, compensation, or classification or related area(s) is 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