



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-038-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Scholarship Program Specialist
Grade/Step: PL 19 - 25
Salary: \$6,248.32 to \$8,752.64 p/a

Location: Division of School Support
Department of Education
Weno, Chuuk State

Position Supervised by: School Management, Capacity Building and Scholarship Coordinator

SUMMARY:	The Scholarship Program Specialist provides leadership for and oversight of the scholarship program. Plans, coordinates, implements, and evaluates the scholarship program for the Chuuk State Department of Education. Functions as an effective member of the Division.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Oversee the overall daily operations of the scholarship program.• Implement the approved program activities.• Monitor programs, activities, and services to ensure compliance with program regulations and policies.• Prepare and submit all required quarterly and annual expenditures, and evaluation reports.• Disseminate scholarship program data and information, as requested.• Ensure program guidelines, application materials, and relevant information are easily accessible to staff, parents, and students.• Maintain close working relationship with school principals, teachers, program staff,

	<p>and other education personnel.</p> <ul style="list-style-type: none"> • Participate in staff meeting, seminars, and workshops, as requested. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • In-depth knowledge of Scholarship Program and all aspects of it. • Excellent planning, problem-solving, and organizational skills. • Effective listening and communication skills. • Excellent meeting and training facilitation skills. • Ability to guide and mentor staff. • Ability to prepare and maintain accurate records of professional development offered, required, and completed.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Minimum of an Associate degree is required. • Bachelor's degree in education or a related field is preferred. • Minimum of five years of successful education experience is required. • Additional successful experience is preferred. • Successful experience with the scholarship program experience 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 and school 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.
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