EXAMINATION ANNOUNCEMENT

OFFICE OF ADMINISTRATIVE SERVICES
Division of Personnel
Email: ysgpersonnel@gmail.com

It is the policy of the Government that qualified Federated States of Micronesia citizens be given first priority for employment consideration, with United States citizens and subsequently, third country nationals utilized in position for which qualified Federated States of Micronesia citizens are not available.

POSITION AND SALARY: Sanitarian II
PL 13/1 -$259.20 bw
$3,993.60 pa

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

LOCATIONS:
Public Health Division (Sanitation)
Department of Health Services
Yap State Government FM 96943

DUTIES:
Works collaboratively with EPA and the National Food Inspector (NFI) to ensure environmental health laws and regulations in Yap State are enforced. Establishes and maintains a computer registry of food establishments on Yap proper for convenience of monitoring compliance. Inspects food establishments monthly to ensure compliance with food safety and consumer protection requirements. Maintain a registry of certified individual food handlers to ensure Health Certificates are renewed every 6 months. Monitors the removal of trochus meat during trochus season to ensure hygienic conditions and safe storage. Inspects retail stores every quarter with EPA and Law Enforcement Officer for expired and unsafe food conditions for immediate corrective actions to remain in compliance with food safety laws. Document and issues corrective action plan with specific deadlines to be taken by any non-compliance entity to ensure the identified deficits are address accordingly. Surveillance potential violators of the “No Littering Law” and report to the Department of Public Safety for legal action to ensure compliance with the law and cleanliness of environment. Review and inspect food establishment, hotels and hairdressers/beauty shops to ensure their health permits are up to date. Document and issues corrective action plans with deadlines to be taken by any concerned entity to ensure the identified deficits are addressed immediately and accordingly. Ensure timely submission of vital statistics by preparing and submitting daily, weekly, monthly, and quarterly reports as required. Conducts workshops on food safety and customer protection at schools and within the communities, including neighboring Islands, to increase public awareness on safe food handling practices and healthy living. Perform other related duties as assigned by the Sanitarian Supervisor.

MINIMUM QUALIFICATION REQUIREMENT:
High school graduate, preferably with some college education. Minimum 2 years of work experience as Sanitarian I. Certificate of training in Environmental Health/Public Health/other relevant areas. Knowledgeable in computer: MS Word, Excel, & Power point, possesses a valid driver’s license and can drive cars with manual transmission.

Preferred Knowledge, Skills and Abilities:
Ability to prioritize work and can work independently with minimal supervision. Demonstrates a humble attitude of learning. Can occasionally work after normal working hours, weekends and holidays. Ability to multitask and handle pressure. Good English command both orally and in writing. Demonstrate some supervisory knowledge, skill, and abilities.
Interested applicants must submit the following document:

3. High School Diploma or Copies of all training certificates and college degrees earned.
4. Police Clearance under 6 months old.
5. A minimum of three professional reference letters under 1 year old.
6. Valid driver’s license.

SECURE EMPLOYMENT APPLICATION FORM FROM AND RETURN TO YAP STATE PERSONNEL OFFICE