



HUMAN RESOURCE OFFICE

DEPARTMENT OF EDUCATION



ANNOUNCEMENT

Announcement No. CSSS-029-2024

Position Title

MANAGEMENT & POLICY SPECIALIST I

Salary Range:

\$8,199.36 (or higher depending on experience & qualification)

Duty Post:

Division of Administration & Personnel:

Opening Date: March 18, 2024

Closing Date: April 16, 2024

MINIMUM QUALIFICATIONS

- AA or AS degree in relevant field (*higher degree preferred*)
- 2 years of relevant professional experience in public sector and/or policy formulation
- Proficient in Microsoft Office and other software and office equipment
- Strong interpersonal skills exhibiting tact, patience and courtesy
- Excellent oral and written communication skills
- Strong time management and organizational skills
- Ability to work independently with little direction
- Establish effective working relationships with others
- Able to work late after working hours and/or on weekends
- Must have a valid driver's license

DUTIES AND RESPONSIBILITIES

- Responsible for a broad range of confidential assistance and support to the members of the Board of Education and to the Office of the Director of Education.
- Responsible for coordinating communications and information from the Board of Education; prepare news release as directed
- Interpreting policies and regulations to officials, staff and the public
- Managing Board finances, meetings, appointments and travel arrangements
- Prepare and distribute minutes, agendas and supporting materials as assigned
- Prepare special projects and prepare various forms and reports on behalf of the Board of Education

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 and third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the CDOE Human Resources Office at (691) 330-3410 for more information.

HOW TO APPLY

Employment applications can be picked-up at the CDOE Human Resources Office, filled out and returned with any supporting documents such as copy of degree, resume', proof of vaccine certificate, driver's license, court clearance, etc.