



HUMAN RESOURCE OFFICE

DEPARTMENT OF EDUCATION



ANNOUNCEMENT

Announcement No. CSSS-030-2024

Position Title
EXECUTIVE SECRETARY

Salary Range:

\$6,248.32 per annum
(or higher depending on experience & qualification)

Duty Post:

Office of the Director of Education

Opening Date: March 22, 2024

Closing Date: April 20, 2024

MINIMUM QUALIFICATIONS

- Proven experience as an Executive Secretary or similar role
- Proficient in Microsoft Office and other office management software
- Exceptional organizational and time-management skills to manage multiple tasks efficiently
- Strong communication and interpersonal skills to work collaboratively with team members and stakeholders
- Excellent written and verbal communication skills
- Ability to maintain a professional demeanor under pressure and handle confidential information
- Able to work late after working hours and/or on weekends
- Must be able to drive and have a valid driver's license

DUTIES AND RESPONSIBILITIES

- Organize and coordinate the day-to-day schedule of the Executives, including appointments, meetings, and travel arrangements
- Manage communication channels and respond to correspondence appropriately on behalf of the executives
- Prepare and distribute internal and external documents, including reports, memos, and letters
- Maintain the electronic and paper files of the Executives and ensure they are updated regularly
- Handle confidential information with discretion and professionalism
- Communicate effectively with other departments and external stakeholders
- Plan and coordinate events and conferences as required
- Provide general administrative support, including take phone calls, handling inquiries and managing the office calendar
- Perform other duties as assigned by the Executive

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.

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.