



# HUMAN RESOURCE OFFICE DEPARTMENT OF EDUCATION



## ANNOUNCEMENT

**Announcement No.** CSSS-021-2025

**Job Title**

### **Legal Consultant**

**Salary Range:**

**\$45,000** per annum

**Location:**

Chuuk State Department of Education

**Opening Date:** February 11, 2025

**Closing Date:** until filled

We are seeking a highly competent Legal Consultant to join our team. You will assist our department with legal compliance and guidance. This role involves interpreting laws and regulations, advising the department on policy compliance, liaising with external legal bodies, and providing expert advice on a range of legal matters.

### **QUALIFICATIONS**

- License to practice law.
- Proven experience as a legal counsel.

### **DUTIES AND RESPONSIBILITIES**

- Provide expert and strategic legal advice to the management.
- Review the department's existing policy for compliance and visibility with our context.
- Evaluate and advice on legal risk and liability.
- Deal with complex and high-profile legal cases from a strategic perspective.
- Cooperate with internal stakeholders to define and improve legal and compliance processes.
- Research and anticipate unique legal issues that could impact the department.
- Negotiate, draft and review department contracts to ensure they meet our department's needs.

### **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) 330-3410/11 or via email at [hr@chuuk.doe.fm](mailto:hr@chuuk.doe.fm) for more information.

**CAREER & TECHNICAL SPECIALIST#CSSS-001-2020**

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