

EXAMINATION ANNOUNCEMENT

FA NO: FSM-057-18
OPENING DATE: 10/3/18
CLOSING DATE: 11/3/18



Department of Finance & Administration
Division of Personnel Administration
F.S.M. National Government

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Customer Representative - Yap
PL-26/1
\$347.86 + \$40.00 (\$387.86 B/W)

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

MiCare Health Insurance Plan
FSM National Government
Colonia, Yap FM 96943

DUTIES (ILLUSTRATION ONLY):

Responsible for the MiCare matters in the State of Yap; receives and reviews enrollment form for health insurance plan for completeness and accuracy in regards to their personal data; verifies enrollee's dependents eligibility for enrollment; explains and assists clients in filling out their enrollment applications; responsible of inputting all new enrollments, cancellations and amendments received by MiCare Office; conducts with public and private agencies on all insurance matters including but not limited to dissemination information and conduct orientation; sets up and maintain filing system for the insurance program; prepares monthly reports for the insurance program; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a recognize a college or university with a degree in Business Administration, Public Administration or related field plus two (2) years of work experience in health insurance or equivalent.