

EA NO: FSM-083-21

OPENING DATE: 11/04/2021

CLOSING DATE: 12/04/2021

## EXAMINATION ANNOUNCEMENT



Office of Personnel Administration  
FSM National Government

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

### **POSITION AND SALARY:**

Assistant Customer Representative  
PL-15/1  
\$218.26 + \$40.00 Cola (\$258.86 B/W)

### **LOCATION:**

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

### **DUTIES (ILLUSTRATIVE ONLY):**

Assist with premium collection and other fees collected by MiCare; assist with providing MiCare clients with answers; assist with liaising between Yap Branch Office and main Office in Pohnpei; assist with public awareness about MiCare; assist with compiling and submission of reports as needed; assist with Referrals as needed including communicating with doctors, referral coordinator in Pohnpei, and members who are being referred; must be fully aware of MiCare Regulations; other relevant duties, as assigned by the Administrator and Customer Service Representative in Yap.

### **QUALIFICATION REQUIREMENTS:**

Graduation from High School plus four (4) years of work experience in Health Insurance, or related field in Customer Service and Accounting.

Secure Application Forms From And  
Return to FSM National  
Government Personnel Office