

Office Manager

Call ID: NAD-000094-2023

Where: Micronesia

When: Jul 12, 2023 - May 31, 2024

Summary

Duties include collecting, entering, filing/storing and disbursing as scheduled and/or requested, the records of the school. Records include registration information and documents, grades, testing documents, calendars and schedules, staff information and documents, and reports to GMM and/or NAD. May also assist in the school business office, answering phones and handling money as needed. Monthly living allowance: \$1,205.37

Destination

Micronesia

Term

Long-Term, 12 - 12 months, Jul 12, 2023 - May 31, 2024

Position

Type: N/A, Total People Required: 1, Target Age: Any

Finances

Cost: \$0.00, Local Currency: , Finance Type: Fully Sponsored

Lodging & Food

Not Specified

Restrictions: Not Specified

Gender Lodging: Not Specified

Marital Status Lodging: Not Specified

Child Accommodations: Not Specified

Health Notes

Not Specified

Dress

Acceptable:

Unacceptable:

Duties

(not set)

Experience

Not Specified

Education

High School

Education Concentration

Not Specified

Languages

Not Specified

Trade Skills

Any

Host « Private »

Host Contact « Private »

Travel Documentation

Travel

Destination City

Destination Airport

Medical

Required Inoculations (not set)

HIV Clearance Required? No

Medical Recommendations (not set)

Visa

Visa Required? No Visa Type (not set)

Visa Application By (not set)

Work Permit Required? No

Work Permit Application By (not set)

Police Clearance Required? No

Child Protection Required? No

Send Documentation To (not set)

Documentation Deadline (not set)

Visa Travel Details

(not set)

Interview		Orientation	
Phone Interview Required?	No	Orientation on Site?	No
Signed Agreement Required?	No	Orientation Stipend?	No

Travel Advisory

Micronesia

1 Exercise normal precautions

Reissued with obsolete COVID-19 page links removed.

Read the [country information page](#) for additional information on travel to Micronesia.

If you decide to travel to Micronesia:

- Monitor local media for breaking events and be prepared to adjust your plans.
- Visit the Micronesia government [website](#) if appropriate for non-health conditions.
- Visit the websites for the Department of Health and Social Services for the latest information from the Government of Micronesia on current public health concerns.
- Ensure your passport is valid for at least six months beyond your intended stay.
- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Review the [Country Security Report](#) for Micronesia.
- Prepare a contingency plan for emergency situations. Review the [Traveler's Checklist](#).
- Visit the CDC page for the latest [Travel Health Information](#) related to your travel.

FOR STAFF USE ONLY

Visibility Public
 Registration Open
 Approval Approved (not set)
 Recorded Unrecorded (not set)
 Dates Deadline: (not set) Expiration: (not set)