



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS-2018-043

OPENING DATE: 01/05/2018

CLOSING DATE: 01/18/2018

POSITION TITLE: PERSONNEL SPECIALIST I-II

SALARY: GL-11/1-12/1, \$543.65- \$605.38 B/W

LOCATION: BUREAU OF EDUCATION ADMINISTRATION
MINISTRY OF EDUCATION
KOROR, PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

Perform more specialized service involving the processing of personnel actions related to recruitment, placements, appointments, terminations, retirements, trainings, within-grade-increases, merit increases, promotions, classifications, and all other related tasks;.....30%

Administer personnel records and files not limited to employee’s personnel actions, applications, performance evaluations, training records, and communications.....25%

Implement policies, procedures and guidelines to ensure compliance with Civil Service Rules and Regulations and the civil service act.....25%

Prepares and disseminates general info to all employees and specific information to employees affected by activities within the assigned major program personnel area.....15%

Manage, maintains and files the documents and information base of the assigned major personnel area.....5%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate Degree plus some training in personnel with at least three (3) years of work related experience.