



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-2018-059

OPENING DATE: 02/08/2018

CLOSING DATE: 02/21/2018

POSITION TITLE: QI/QA COORDINATOR

SALARY: GL-13/1-5, \$674.81 - \$753.23 B/W

LOCATION: BUREAU OF PUBLIC HEALTH- PCHC
MINISTRY OF HEALTH
KOROR, REPUBLIC OF PALAU

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

PERFORM.....

- a) Program management planning and development.
- b) Works collaboratively with Managers/Providers to implement QI/QA activities in their respective areas.
- c) Regularly reviews and update the QI/QA manual and policies and procedures related specifically to QI/QA activities.
- d) Establish a quality improvement structure, develop and implement a quality improvement plan for PCHC.
- e) Maintains a good understanding of quality improvement principles and tools and uses them to improve performance at all levels.
- f) Analyses information and data from all parts of the organization to assess performance against organizational strategic objectives.
- g) Reports QI/QA data to senior managers and key stakeholders so that it can be used to inform decision-making.
- h) Provides technical support in developing policies and procedures in all areas of PCHC and ensure that they are maintained properly.
- i) Encourages community participation in quality improvement efforts and communicate performance results.

Assist.....

- a) Assist with ongoing support and mentoring to the MOH management staff regarding QI/QA.
- b) Assist in writing, implementing, reviewing and updating QI/QA SOP's, guidelines and procedures for MOH.
- c) Assist in providing training to MOH staffs to familiarize them with QI/QA systems and processes.

Participate.....

- a) Participate in training and conferences related to QI/QA.
- b) Participate in MOH sponsored conferences, training and meetings.

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Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Bachelor Degree in Health Science or related field with at least five (5) years of work related experience.