



# 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-2017-040R2**

**OPENING DATE: 06/27/2018**

**CLOSING DATE: 07/11/2018**

**POSITION TITLE:** SECURITY OFFICER II

**SALARY:** GL-3/1-5, \$303.58 -\$335.38 B/W + 15%ND

**LOCATION:** BUREAU OF PUBLIC HEALTH-CHC  
MINISTRY OF HEALTH  
REPUBLIC OF PALAU

**SOURCE OF FUND:** FEDERAL

**DUTIES AND RESPONSIBILITIES:**

PERFORM.....60%

- Patrol Palau Central Community Health Center facility to ensure security of patients, personnel, equipment, supplies, vehicles and other government properties are protected.
- Conducts routine hourly security checks on all buildings, solar panel structures and fixtures including doors, windows, equipment, lighting, general structures and overall MOH campus facilities.
- Keep unauthorized personnel out of the PCHC premises at all times and monitor the parking lots, keeping order to parking areas, walk ways and grounds ensuring protection of clients and smooth operation of facility.
- Record and maintain in the Security Log Book all routine security checks and document incidents.
- Ensure enforcement of ROP Laws & Regulation pertaining to protection of personnel, clients, supplies properties as well as rules and policies of PCHC for protection of the same.
- Apprehends and hold any suspect individual engaged in destructive and criminal activity within the PCHC campus facility and report to the Police and Administrator of Facilities & Equipment Department.
- Be able to conduct basic investigations relating to petty and or misdemeanor acts.
- Control crowds disorderly people infringing unto PCHC compound and other sites around as needed.

ASSIST.....25%

- Assist PCHC personnel as necessary and perform other duties as assigned by supervisor.
- Assist in job planning and enforcement of policies, procedures, regulations and guidelines by implementing established measures and controls to ensure full compliance of job requirements.

PARTICIPATE.....15%

- Participate in training programs to develop necessary skills and knowledge to carry out the functions of the Palau community health centers and perform other tasks and duties as assigned by supervisors and management.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Elementary plus some high school with at least one (1) year of work related experience.