



# 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-2018-122**

**OPENING DATE: 07/04/2018**

**CLOSING DATE: 07/17/2018**

**POSITION TITLE:** ELECTION SERVICE OFFICER II

**SALARY:** GL-8/1; \$ 396.73 B/W

**LOCATION:** ELECTION COMMISSION OFFICE  
ELECTION COMMISSION BOARD  
KOROR, REPUBLIC OF PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Register, interviews and investigates eligible voters for both National and State Elections.
- Assist in putting new and transfer voters into the roster and deleting the deceased voters from the system.
- Prepare ballot boxes; conduct National and State referenda; participate in tabulation committees, assist in preparing tabulation report after each election and disseminate to the public.
- Run errands and perform other duties as assigned by the Election Service Administrator and or the Commissioner.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Minimum of High School plus some training with at least one (1) year of work related experience