



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-2018-101

OPENING DATE: 04/12/2018

CLOSING DATE: 04/25/2018

POSITION TITLE: ADMINISTRATIVE OFFICER I

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

LOCATION: PALAU ENERGY OFFICE
MPIIC

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Perform budgetary planning of the administration and ensures funding for activities as necessary in fulfilling administrative goals.
- Manages the properties, assets and ensures adequate basic office supplies are in stock and available for daily operations of the administration.
- Work with property and supply division, CIP, Bureau of Public works and relevant agencies in ensuring the administrations properties are in compliance with national and state policies.
- Manages contractual agreement with private agencies or local vendors who provide services for office air conditioning system, computer services, cleaning services, office web site service and other contractual agreement as necessary.
- Ensures government guidelines for employee leave, overtime pay, employee fringe benefits, travel authorization and travel vouchers are in line with relevant rules and regulations.
- Formulate budgetary analysis for the administration and develop budget plans, budget request, and purchase means to ensure budgetary needs of the administration are met.
- Work with partnering agencies or external agencies in formulating collaborated plans in identifying, seeking and providing means of support for public educational awareness programs relevant to the administration's goals.
- Manages all internal or external budgetary activities of identified and granted source of fund from partnering agencies, grant agencies or other public or private agencies that has entered into agreement of funding the administrations projects and other projects of the administration

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Minimum of Associate Degree with at least three (3) years of work related experience.