



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-2018-127R1

OPENING DATE: 10/05/2018

CLOSING DATE: 10/18/2018

POSITION TITLE: ADMINISTRATIVE OFFICER I-III

SALARY: GL-11/1 - 13/1, \$543.65 - \$674.81 B/W

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

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Serves as a resource point for bureau employees, citizens, or visitors, answering policy, procedural, informational or technical inquiries, requiring a thorough knowledge of bureau programs, functions, organizational structure, as well as the use of independent judgment and discretion in the release of confidential or sensitive information;.....40%
- Performs a number of administrative, technical, and analytical tasks in support of the Director of Education including establishing and maintaining required procedures and record keeping systems, conducting research and analyzing report and data, and drafting correspondence and reports requiring discrimination and judgment in the selection of data and interpretation of laws, rules, or procedures;.....30%
- Develops and maintains liaisons and working relationships with community members, agencies, departments, offices, and other groups or individuals to fulfill the objectives and mandates set by the Director of Education;.....15%
- May represent the Director as assigned to present bureau objectives and interests, receive feedback, and respond to requests at meetings, conferences and negotiations;.....10%
- Performs other tasks as assigned by the Director of Education.....5%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate Degree with at least one (1) year of work related experience.

Bureau of Public Service System PO Box 6011; Koror, Palau 96940 Tel: (680)767-2415 / (680)488-4776

Email: bpss@palaugov.org Website: <http://palaugov.pw/bpss>

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