



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-2018-124R1

OPENING DATE: 10/05/2018

CLOSING DATE: Continuous

POSITION TITLE:

LIBRARY AIDE

SALARY:

GL-3/1, \$303.58 B/W

LOCATION:

AIMELIIK ELEMENTARY SCHOOL
BUREAU OF EDUCATION ADMINISTRATION
MINISTRY OF EDUCATION

SOURCE OF FUND:

LOCAL

DUTIES AND RESPONSIBILITIES:

- Watch the library every time during its opening hours.....50%
- Records and issues books out and receive them....15%
- Responsible for the protection of equipment, items and materials and supplies.....10%
- Receive his/her other assignments from the Principal.....10%
- Works with individual teachers and students regarding matter related to the library.....10%
- Works under the supervision of the school principal.....5%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma or equivalent is required.