



# 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 2019-054**

**OPENING DATE: 01/03/2019**

**CLOSING DATE: 01/16/19**

**POSITION TITLE:** ASSISTANT MEDICAL REFERRAL COORDINATOR  
(HONOLULU, HAWAII)

**SALARY:** GL- 12/1-7, \$605.38 – \$726.12 B/W

**LOCATION:** BUREAU OF HEALTH ADMIN & SUPPORT SERVICE  
MINISTRY OF HEALTH

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Perform general administrative and driving duties of the Medical referral office in the overall operation of the medical referral program. Enforce established procedures and guidelines required for effective and efficient operational functions. Provide customer relations, and support for all medical referral program activities. Perform other duties as assigned by supervisor .....**70%**
- Assist patients with all of their needs that should be provided by MRP office.....**20%**
- Participate in training programs to develop necessary skills and knowledge to carry out the functions of the medical referral program .....**5%**

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Bachelor Degree with at least three (3) years of work related experience and must have a valid Hawaii Driver's License.

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

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