



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-2019-053

OPENING DATE: 01/03/2019

CLOSING DATE: 01/16/2019

POSITION TITLE: PHARMACY PROCUREMENT CLERK

SALARY: GL-6/1-5, \$343.54 - \$380.38 B/W

LOCATION: BUREAU OF HOSPITAL & CLINICAL SERVICES
MINISTRY OF HEALTH
KOROR, PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Takes lead role in the inventory and quantification of pharmacy stocks. Demonstrate attention to detail when receiving and inspection of received goods. Accurately enters data of received and issued goods into manual cardex and computer system. Follows up on back orders, new orders and change of orders in a professional and timely manner. Issue all orders to cost centers in a timely manner. Generates report for Chief Pharmacist and other centers (epidemiologist, public health as required). Demonstrates knowledge of pharmaceutical formulations, dosages and regimens.
- Demonstrate awareness of, and complies with legal and regulatory practice. Communicates effectively with colleagues, Pharmacy customers and members of the general public. Demonstrates cultural awareness and sensitivity to customer needs. Ensure confidentiality. Accurately maintains all pharmacy records, files and documentation.
- Actively participates in quality assurance activities. Effectively manages relationships with colleagues throughout the ministry. Contributes to working groups and other Ministry activities as required.
- Set up and maintains an effective and safe pharmacy work environment. Compiles with rules and guidelines for hand washing, disinfection and sterilization of medical equipment. Report accident, injuries and hazards and near misses in a timely manner. Seeks advice and assistance before undertaking unfamiliar work practices.
- Demonstrate commitment to professional and ethical standards. Demonstrate ability to manage themselves effectively and successfully balance their work life commitments. Demonstrates willingness and ability to acquire skills and knowledge via a range of means including self-study, formalized education and training and on the job training.

Bureau of Public Service System

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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.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma or equivalent (GED Test Certificate) with at least one year of work related experience.