



# 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-2019-076R1**

**OPENING DATE: 04/10/2019**

**CLOSING DATE: CONTINUOUS**

**POSITION TITLE:** SAFETY OFFICER

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

**LOCATION:** BUREAU OF PUBLIC WORKS  
MINISTRY OF PUBLIC INFRASTRUCTURE, INDUSTRY & COMMERCE  
KOROR, REPUBLIC OF PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Researches, develops and implements safety progress in areas such as accident investigation and prevention, motor vehicle safety, confined space, hearing conservation, building safety, ergonomics, environmental recycling and control and various occupational Safety mandated programs. Ensures the department is in full compliance with National Safety Protection policy. Develops and continually reviews safety policies, writes procedures and disseminates information. Directs or provides research, technical expertise, designs programs and/or analysis and makes recommendations to management on a variety of difficult safety or health issues, programs, topics or enforcement concerns including current or proposed regulations and their potential impact upon operations;
- Initiates and carries out safety education activities, promoting safety awareness through outreach activities, providing trainings courses such as construction and traffic safety to employees, preparing brochures or could be newsletter explaining job safety procedures, bulletins and meeting with specialized equipment operators (e.g, forklift operators, to discuss safety and unsafe work practices). Coordinates activities involving, for example, procuring new machines, determining respirator capabilities, or acquiring technical data on fire incidents with related operational and support program personnel (such as procurement medical, fire protection, personnel and maybe health physics). Oversees the development and implementation of a variety of training goals and conducts annual training assessments. Maintains training attendance records. Promotes area with safety activities which require participation by employees, state, county and municipal planning conferences.

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

Email: [bpss@palaugov.org](mailto: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.**

- Control, assess and enforce safety policies and regulations by performing building, work site and equipment inspections; collects and maintains appropriate accident and injury statistics, regulatory documentation, and records; conduct work site interview and safety discussions; collect data analysis to identify trends; complete job hazard analysis reports as well as accident or incident investigations and follow up reports; performs hazard assessments; conducts defensive driving evaluations. Investigates departmental safety issues, incidents and accidents, to include responding to accident locations, taking photos, preparing sketches and notes and serves as the central point of contact for workers compensation and Human Resources training. May provides court testimony as required by the Office of the Attorney General. Coordinate all day to day operational UXO activities within Palau.
- Responsible for the effective supervision and administration of assigned staff including budget preparation and monitoring, purchasing and financial transactions, performance and financial transactions, performance management, employee relations, prioritizing and assigning work and related activities and performs other related duties as assigned by supervisor.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Associate Degree in safety management with at least four (4) years of work related experience.