



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-2019-018

OPENING DATE: 05/16/19

CLOSING DATE: Continuous

POSITION TITLE: ADMINISTRATIVE ASSISTANT II (2 POSITIONS)

SALARY: GL-8/1, \$ 396.73 B/W

LOCATION: OFFICE OF THE ATTORNEY GENERAL
MINISTRY OF JUSTICE
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Assist the Administrative planning, coordinating and service to all bureaus. Implementations of the administrative activities within the division and sections of the bureau. Supervision of work assignments for personnel, ensure delivery of services both customers and bureau's personnel.
- Handle correspondence, documents and records under the directions of the AG. Assist Attorney General in the supervision of the office administrative support in the performance of stated duties.
- Assist in budget preparation for the bureau to be review and approved by the Attorney General. Coordinate with other administrative support in training and services with all divisions/sections of the bureau. Maybe assigned to represent the bureau and serve as liaison office with other government organizations involving public and community relations.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma plus some training with at least two (2) years of work related experience.