



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-2019-074R1

OPENING DATE: 05/16/2019

CLOSING DATE: Continuous

POSITION TITLE: ADMINISTRATIVE OFFICER II

SALARY: GL-12/1-5, \$605.38-\$675.08 B/W

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

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Preparation and maintenance of all employee records, document and computer filing system, procurement documents; performs other office functions and tasks as directed by the Attorney General.
- Performs executive and supervisory functions including coordination, supervision and training of all secretarial and clerical employees.
- Coordination of office activities with all other relevant governmental agencies and employees.
- Preparation and maintenance of budgetary and financial documents and reports.
- Ensuring compliance with procurement laws and regulations.
- Maintenance of court and office calendars.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate Degree with at least three (3) years of work related experience.