



# 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-2019-135**

**OPENING DATE: 05/30/2019**

**CLOSING DATE: 06/14/2019**

**POSITION TITLE:** ADMINISTRATIVE SPECIALIST I

**SALARY:** GL- 9/1 – 5, \$ 440.04 B/W - \$ 489.00 B/W

**LOCATION:** BUREAU OF PUBLIC HEALTH  
MINISTRY OF HEALTH  
REPUBLIC OF PALAU

**SOURCE OF FUND:** FEDERAL

**DUTIES AND RESPONSIBILITIES:**

- Make travel arrangements for Family Health Unit staff and visiting consultants including accommodations, air, sea, and land transportation.
- Assist in the preparation of Family Health Unit Grants.
- Prepare meeting notice and meeting agenda and responsible to notify staff of meetings.
- Prepare and make arrangements for the Annual Family Health Conference.
- Receive, sort, and route mail for Family Health Unit.
- Writes routine memos Ad Correspondence for the Family Health Unit Administrator and Program Coordinators.
- Communicate with TA (Technical Assistance) Agencies on Grants, Travels, and other Program related matters.
- Prepare Travel Authorization and Travel Voucher for Family Health Unit and Public Health Staff.
- Prepare Personnel Recruitment Action, Employment Contract and Non-Employment Contract.
- Handle and maintain records of the Family Health Unit Grants.
- Handle incoming and outgoing telecommunications and may serve as a walking messenger.
- Maintain records for the program through appropriate filing system.
- Provide clerical assistance to staff as needed.
- Monitor office supply stock level and prepare requisitions for the Family Health Unit.
- Participate in the delivery of important documents between ministries and between Ministry of Health and other agencies.
- Prepare/ develop forms.
- Perform data entry.
- Follow up pending payments for vendors.

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

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.**

- Prepare purchase requisitions for Family Health Unit accounts; follow up purchase orders through completion and delivery of goods.
- Assist Family Health Unit Administrator and Program Coordinators with preparation of reports.
- Coordinate Family Health Unit Financial activities with the Ministry of Health accountant and Financial Manager.
- Follow up for receipt of Family Health Unit Travel Authorization copy and assure that travelers file a travel voucher in a timely manner.
- Follow up contracts and personnel actions.
- Make copies and run errands.
- Perform other duties as assigned by the Family Health Unit Administrator.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

High School Diploma or equivalent (GED Test Certificate) plus some college education with at least three (3) years of work related experience.