



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 2019-095R1

OPENING DATE: 05/16/2019

CLOSING DATE: Continuous

POSITION TITLE: BUILDING & FACILITIES MAINTENANCE SUPERVISOR

SALARY: GL-10/1, \$488.81 B/W

LOCATION: BUREAU OF YOUTH, APPLIED ARTS & CAREER
MINISTRY OF COMMUNITY & CULTURAL AFFAIRS
KOROR, PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Responsible for the general supervision and coordination of maintenance workers for all sports facilities.
- Reviews work of subordinates and to train same for same for new assignments a proper uses and care of all maintenance equipment and materials.
- Prepare work schedules and assign each worker to do different maintenance work at each sports facility.
- Prepare reports to Director of Bureau of Youth, Applied Arts and Career regarding their daily work or any problems which require immediate attention;
- Assist other in repair work require or needed for all sports facilities.
- May assist recreational staff of their recreation programs.
- Assist other staffs of the Ministry of any programs of the Ministry as directed by the Director of the Bureau.
- Perform other related duties as assigned by the Director.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma with at least three (3) years' work related experience.

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

Email: 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.