



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-2019-145

OPENING DATE: 06/06/2019

CLOSING DATE: 06/20/2019

POSITION TITLE: ADMINISTRATIVE OFFICER I

SALARY: GL-11/1-7, \$543.65-\$650.96 B/W

LOCATION: GRANTS OFFICE
OFFICE OF THE PRESIDENT
MELEKEOK, REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Serves as a resource point for Grant employees, citizens, or visitors, answering policy, procedural, informational or technical inquires, requiring a thorough knowledge of Grant programs, functions, organizational structure, as well as the use of independent judgment and discretion in the release of confidential or sensitive information;
- Performs a number of administrative, technical, and analytical tasks including establishing and maintaining required procedures and record keeping systems, conducting research and analyzing report and data, and drafting correspondence and reports requiring discrimination and judgment in the selection of data and interpretation of laws, rules, or procedures;
- Develops and maintains liaisons and working relationships with community members, agencies, departments, offices, and other groups or individuals to fulfill the objectives and mandates set by the Director of the Grants Office;
- Responsible for regular maintenance of the office, including procurement etc.
- Maintains office website, including writing new content.
- Performs other tasks as assigned by the Director of the Grants Office.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

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

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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.