



# 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 2019-136**

**OPENING DATE: 06/03/2019**

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

**POSITION TITLE:** DATA ENTRY CLERK I

**SALARY:** GL-4/1, \$316.23 B/W

**LOCATION:** BUREAU OF PUBLIC HEALTH  
MINISTRY OF HEALTH  
KOROR, PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Collect recording and reporting forms (tools) from all sites conducting screening of communicable diseases.
- Preparing and sorting documents for data entry.
- Entering data into CDU database software and checking to ensure the accuracy of the data that has been inputted.
- Resolving discrepancies in information and obtaining further information for incomplete documents.
- Ensure quality, accuracy, accessibility and security of CDU Surveillance System.
- Perform other duties assigned by Communicable Disease Unit Manager.
- Assist CDU Data Management Specialist to maintain, clean, manage and retrieve data from CDU Surveillance System.
- Assist CDU disease specific programs and Data Management Specialist with all database and reporting.
- Attend/participate in trainings, workshops and meetings relevant to the scope work.
- Participate in develop program databases (if necessary).

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

High School Diploma plus some training with at least one (1) year of work related experience.

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

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**Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.**