



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-2019-141

OPENING DATE: 06/05/2019

CLOSING DATE: 06/18/2019

POSITION TITLE: LABOR OFFICER I TRAINEE-II (2 POSITIONS)

SALARY: GL-7/1-9/1, \$358.19-\$489.00 B/W

LOCATION: BUREAU OF IMMIGRATION & LABOR
MINISTRY OF JUSTICE
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Enforce PNC 13 Chapter 10 and Labor Rules & Regulations relevant to Labor Disputes Resolutions and Labor Law Enforcement/Monitoring/ Compliance such as to receive complaints arising between employers and their employees, conducts investigations and hearing , and to render decisions/ settlements/orders; inspect work premises, including living quarters for safety and health requirements; conduct monitoring/ enforcement activities to ensure compliance with the pertinent laws/regulations pertaining to employment of non-resident workers; perform leadership role over work performances of subordinate staffs.....50%
- Prepare monthly reports for submission to Division Chief and make appropriate recommendations on findings for work improvements to Division Chief; issue citations for violations of Labor Law/Rules/Regulations; assist in planning and coordination of Republic of Palau Labor Programs; examine employers' quarterly reports to ensure adequacy for law compliancy; testing in court; and monitors and enforce compliance with policies on employers and employees concerning health, safety, wages, housing and work conditions.....20%
- Prepare correspondence and reports; participate/partake in appropriate training/development programs to enhance/increase skills in investigation, monitoring of non-resident workers and employers to ensure Labor law compliance.....20%
- Perform other duties as assigned by the supervisor.....20%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Must have a high school diploma or equivalent. Must have received or attended some law enforcement trainings in addition to Basic Police Academy. Must have two (2) years on the job experience as a certified Law Enforcement Officer and have performed at an acceptable level. Position requires completion of the Physical Fitness Training Program, Police Academy and the Firearm Qualifications aspect of the National Law Enforcement Academy or similar structure. Extreme confidentiality is required. No felony convictions or more than two misdemeanors in crimes of violence, crimes involving dishonesty or moral turpitude in any jurisdiction.

Must undergo drug testing under the supervision of the Director, Bureau of Maritime Security & Fish & Wildlife Protection, and if tested positive, will be required to take another test within 5 working days, and if tested positive again, will be disqualified and will not be eligible to reapply for employment with the national government for a period of 3 years (see PNC33 §1203 (b) and §1205).

And if employed, and tested positive twice refer to ***PNC33 §1203 (b), §1204 (a & b)***; and his/her name shall be forwarded to the Office of the Attorney General as stated in ***PNC33 §1207***. Unwilling to cooperate with appropriate testing or provide relevant documents shall not be eligible. Must have a valid Palau's driver license. Will be required to operate police vehicle, boat, motorcycle. Use of computer and typewriter.