



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-2019-160R1

OPENING DATE: 09/13/2019

CLOSING DATE: 09/26/2019

POSITION TITLE: ADMINISTRATIVE SPECIALIST I

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

LOCATION: BUREAU OF PUBLIC HEALTH-PREVENTION UNIT
MINISTRY OF HEALTH
REPUBLIC OF PALAU

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

- Perform all necessary documents within the Prevention Unit Office and maintains a paper trail of the documents. These documents may include recruitment/personnel actions, inventories, procurement request, contacts, travel authorizations, statistical records, routine inter and intra office correspondence and communications outside of the Republic relating to programmatic activities.
- Maintain documentation/communications relating to coordination of various Prevention Unit programs with other departments in and outside of the Ministry of Health.
- Handles and maintains records of Prevention Unit activities and keeps abreast of each and every programmatic regulations that affects funding and activities.
- Maintain database and performs data entries and prepares reports as required by program management.
- May be required to perform other functions as assigned by immediate supervisor or program management.
- Assist program coordinators and other staff in conducting meetings, taking minutes of meetings, prepare meeting proceedings and route to members of coalition, community partners or collaborative groups.
- Assist program staff and manager in data assessments, report developments of health screenings, researches and other health status information requirements.
- Assist with organization of Prevention Unit promotion and outreach activities, arranging for activity venues, gathering materials for dissemination, and other logistical arrangements.
- Attend on and off-island CE's seminars, trainings, workshops to upgrade knowledge and skills.

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

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.

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.