



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-2019-117R3

OPENING DATE: 12/05/2019

CLOSING DATE: CONTINUOUS

POSITION TITLE:

FIXED ASSET OFFICER

SALARY:

GL-11/1-5, \$543.65 -\$605.62 B/W+20% STDBY

LOCATION:

BUREAU OF HEALTH ADMINISTRATION SUPPORT SERVICES
MINISTRY OF HEALTH
REPUBLIC OF PALAU

SOURCE OF FUND:

LOCAL

DUTIES AND RESPONSIBILITIES:

- Effectively develops a project plan with timelines for the development of a comprehensive MOH wide management system (within 1 month)
- Compiles with timelines and provides monthly reports on progress to the Chief of facilities and equipment so progress can be reported up line.
- Effectively plans, coordinates and promotes MOH-wide fixed asset physical inventory process.
- Successfully implements a data management/record keeping systems.
- Accurately maintains the tracking database for new and existing capital and non-capital fixed assets.
- Coordinates, update and maintains the tracking database for new and existing fixed assets including asset identification, physical count, and department equipment custodians.
- Work with key staff to conduct periodical and annual fixed assets physical inventories.
- Coordinates transfer of equipment with facilities and equipment and updates the assets register with each transfer.
- Provide assistance with the implementation of processes in relation to fixed assets safeguarding.
- Assist with the development of written processes and procedures for identifying, tracking, transferring, reporting and as requested, disposing of fixed assets (Survey out old equipment)
- Identifies existing assets without identification tagging numbers, assigns new identification numbers, and post the newly identifiable asset module.
- Provides cross training to relevant staff in relation to fixed asset processes and procedures as required.
- Supplies information for inventory reports as well as other assets reports and records to chief of facility & equipment division and procurement offices as required.
- Produces an bi annuals assets reports for the senior management.
- Reports missing, damages assets using established processes.

- Liaise with work closely with procurement, the facilities and equipment coordinator and key MOH staff to ensure integration of fixed asset management and the MOH procurement policy and procedures.
- The fixed assets officer will assist with the procurement of fixed assets as required.
- Share knowledge and information appropriately
- Maintains positive relationships with MOH employees.
- Develops and maintains a good project management, administrative and Microsoft office skills.
- Attend training in relation to the field of work, to enhance skills and knowledge.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate Degree in Accounting, Finance or related field with at least three (3) years of work related experience.