



# 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-2020-012R1**

**OPENING DATE: 01/27/2020**

**CLOSING DATE: CONTINUOUS**

**POSITION TITLE:** ADMINISTRATIVE OFFICER II

**SALARY:** GL-12/1-5, \$605.38-\$675.08 B/W

**LOCATION:** BUREAU OF PUBLIC HEALTH-EMERGENCY HEALTH  
MINISTRY OF HEALTH  
REPUBLIC OF PALAU

**SOURCE OF FUND:** FEDERAL

**DUTIES AND RESPONSIBILITIES:**

PERFORM.....50%

- Manages PHEP/EH Grant fund including overseeing all PHEP/EH grant expenditures; oversees maintenance of inventory assets; procures and manages EH office supplies & equipment; provides administrative support to MOH Emergency Operations center (EOC); and provide secretarial support to the National Avian Influenza Advisory & Coordination Team.

ASSIST.....25%

- Assist in preparing quarterly progress reports; and provides administrative support to all PHEP/Emergency Health Program activities and the National Avian influenza Advisory & Coordination Team.

PARTICIPATE.....25%

- Assist in coordinating/collaborating activities of all agencies that are identified critical partners in planning and implementation of the PHEP/EH Program goals/objectives and provide other duties assigned by program manager.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

AA or AS Degree with at least four (4) years of work related experience

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

Email: [bpss@palaugov.org](mailto: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.**