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