



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 2020-090

OPENING DATE: 3/18/2020

CLOSING DATE: 3/31/2020

POSITION TITLE: ADMINISTRATIVE SPECIALIST I

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

LOCATION: BUREAU OF PUBLIC HEALTH-CDU
MINISTRY OF HEALTH
KOROR, PALAU

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

Perform

- Assist with MOH Fiscal Officer with grant shifting and get appropriate signatures form MOH and submit Budget Office for Director’s signature.
- Assist with development of training materials and manuals; assist with necessary arrangement for the CDU Program; and may be required to perform similar duties to but not limited to those in his/her job description.
- Work closely with CDU administrative staff, MOH supply, personnel (BPSS), Supply (MOF) Treasury (BNT, Payroll (MOF), Travel agencies, etc.
- Perform a variety of Accounting assignments in one or more specialized area such as personnel, finance, supply etc.

Assist

- Assist program staff with all the databases and reporting.

Participate

- Attend/participate in trainings/workshops.
- Participate in developing the program website.
- Attend CE’s, seminars, workshops, and training to upgrade knowledge and skills.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High school Diploma or equivalent plus some training with three (3) years of progressive work related experience and has skills.