



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 2020-091

OPENING DATE: 3/18/2020

CLOSING DATE: 3/31/2020

POSITION TITLE: DATA MANAGEMENT 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:

Data Management

- Collect data, store, retrieve and analyze data.
- Plan, execute and distribute quantitative reports for each disease specific programs in Communicable Disease Unit.
- Work with CDU team on data and operational issues, analyses, and updates manuals and tasks.
- Formulate management techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data.
- Assess system performances and make recommendations.
- Manage all incoming files.
- Regularly monitor and evaluate information and data systems that could affect analytical results.

Coordination

- Assist in developing, creating policies for effective data management.
- Develop and/or assist in developing and implementing procedures for effective data management.
- Develop and/or assist in creating rules and procedures for data sharing.
- Continually develop data management strategies.
- Assist in recognizing and upholding digital security systems to protect delicate information.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma plus some training with at least three (3) years of work related experience.