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.


POSITION TITLE: CLERK IV

SALARY: GL-6/1, $ 343.54 B/W

LOCATION: PALAU PUBLIC LAND AUTHORITY
PALAU PUBLIC LAND AUTHORITY
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- To do administrative works; receive and record all incoming and outgoing records of PPLA office; deliver or receive documents to or from other agencies .............................................25%
- Act as receptionist by answering all incoming calls and take messages for PPLA office.........................25%
- Keep and maintain the office space in PPLA and its surroundings clean and in sanitary conditions.........................25%
- Perform other related responsibilities and special assignments by the Supervisors..........................25%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma with at least two (2) years of work related experience.