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 2020-108  OPENING DATE: 04/22/2020  CLOSING DATE: 05/05/2020

POSITION TITLE: MCM/SNS COORDINATOR

SALARY: GL-13/1, $674.81 B/W

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

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

- Facilitates efforts to dispense/administer medical countermeasures to target population: identify, screen, and triage target population to receive medical countermeasures and then to dispense/administer medical countermeasures according to appropriate protocols. Provide essential information to those who receive medical countermeasures; provide product name, rationale for use and contraindications, points of contact and other information about the medical countermeasures provided. Monitor and adjust medical countermeasure dispensing/administration throughput and coverage; monitor and adjust staffing and supplies to achieve and sustain throughout and coverage goals based on the remaining needs of the populations, such as inventory level and remaining regimen use surge or decline. Track medical countermeasures that are dispensed/administered; maintain inventory management systems to track medical countermeasures inventories and ancillary medical supplies. Responsible for overall maintenance (update and/or revisions) of the Belau National Hospital Emergency Operation Plan (BNH EOP) and its annexes. Also responsible for MCM activities. Will work with HIS software engineer to evaluate the new EMR system and develop strategies to protect health care information systems and network.

- Assists other staff of the Public Health Emergency Preparedness Program (PHEP), Hospital Preparedness Program (HPP) and Emergency Medical Services for Children (EMSC) in planning and coordinating regular disaster response exercises and drills for MOH Staff and relevant partners; collaborates with strategic partners to support emergency preparedness program goals and increase awareness; support team approach in planning and implementing emergency preparedness program in a manner that demonstrate the mission of the MOH, assist in evaluating results of disaster exercise and ensuring the necessary corrective actions are taken and impacted disaster response plans and programs and programs are updated..........................35%
- Participate and assist in all other emergency health related activities; fosters effective communication with other personnel and in line with organizational chart or as assigned by the Director or Program manager..................15%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Bachelor Degree with at least four (4) years of work related experience in Emergency Preparedness and Response Planning.