### 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.**

<table>
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<th>VA #: BPSS-2020-124</th>
<th>OPENING DATE: 05/12/2020</th>
<th>CLOSING DATE: 05/25/2020</th>
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**POSITION TITLE:**  
ADMINISTRATIVE SPECIALIST II

**SALARY:**  
GL-10/1-7, $488.81-$584.19 B/W

**LOCATION:**  
BUREAU OF MARINE TRANSPORTATION  
MPIIC

**SOURCE OF FUND:**  
LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Assist and prepare budget reports, compile all budget for the Bureau and obtain related information from program managers, drafts position descriptions, vacancy announcements, prepares requisitions and etc. manage, maintain and handle all Bureau documents filings as well as their updating. Participate in all professional administrative work. Furthermore, shall assist in advising on all expenditures and other budget requirements..............50%
- Assist in administrative details including training of employees, monitoring employees work performance, checking and analyzing data on all reports as maybe assigned by the Director. Monitor activities and resource allocation relating for Finance, Supply, Personnel and physical inventory and other administrative activities of the Bureau and its Division.................40%
- Perform other routine administrative duties and responsibilities that may be assigned by the Director.......................10%

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

High School Diploma with at least four (4) years of work related experience.