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-2020-112  OPENING DATE: 5/1/2020  CLOSING DATE: 5/14/2020

POSITION TITLE: BUDGET ANALYST II

SALARY: GL-12/1-14, $605.38 - $992.19 B/W

LOCATION: BUREAU OF EDUCATION ADMINISTRATION
MINISTRY OF EDUCATION
KOROR, PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Monitors the financial activities of the Bureau and ensures that management and other stakeholders have a clear idea of the financial status of the Bureau such that decision-making and operational activities can take place..................50%
- Manages the activities of the finance section, initiates and follows through on major and routine expenditure transactions, manages various programs assigned to the section, and supervises financial support staff......................20%
- Prepares budget plans based on the needs, priorities, policies, and action plans of the Bureau of Education and develops reports, analysis, and any other documents about budgets, expenditures, and other matters needed by decision makers and other stakeholders in the Bureau...........15%
- Implements procedures to ensure that the Bureau complies with policies, rules, regulations, and other standards regarding the proper use and control of public funds and monitors and ensures that the procedures are complied with.................10%
- Performs other tasks as assigned by the Director of Education............5%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Must have a Bachelor’s Degree with at least three (3) years of work related experience.