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 2020-131 OPENING DATE: 06/08/2020 CLOSING DATE: 06/19/2020

POSITION TITLE: ADMINISTRATIVE SPECIALIST I

SALARY: GL – 9/1-5, $440.04 – $489.00 B/W

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

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

Provision of Clerical Support ..............................................................................................................................................65%
  • Preparation of high quality documentation (letters, minutes, personnel actions, contracts, etc.)
  • Good document management processes (i.e., filing, recording incoming and outgoing mail)
  • Good customer service and communicating skills when responding via telephone and face to face enquiries.
  • Carrying out other tasks in a timely and efficient manner.

Provision of Logical Support ..................................................................................................................................................15%
  • Effective coordination of meetings, workshops, seminars, conferences including room venue and catering booking, detailed correspondence and documents.
  • Travel arrangements.

Procurement ...........................................................................................................................................................................10%
  • Purchase of supplies, materials and equipment in accordance with the Government procurement act.
  • Control and management of supplies.

Teamwork & Collaboration ............................................................................................................................................................5%
  • Proactively contributes to the work of the team.
  • Demonstrates an openness to taking on new roles and responsibilities.
  • Shares knowledge and information appropriately.

Ongoing Professional Development ..........................................................................................................................................5%
  • Develops and maintains a basic understanding of NCD and the issues impacting on health in Palau.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

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