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: LOGISTIC OFFICER

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

LOCATION: NATIONAL EMERGENCY MANAGEMENT OFFICE
OFFICE OF THE VICE PRESIDENT
MINISTRY OF JUSTICE
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Assist DRO in maintaining and updating government and private resources for use in emergencies; Identify key partners or stakeholder in the community; Develop mutual aid agreements, such as MOU’s, MOA’s; Implement mutual aid agreement as needed; Identify the roles and resources partners can play or provide; Maintain liaison between traditional leaders, community groups and the Chairman, NEC; Provide support in the Emergency Operation Center during national emergencies..........................25%
- Assist in planning, conducting drills and exercises, training and developing public information/education programs and warning systems; Coordinate emergency calls and relay information and assistance requests involving other law enforcement agency; Receive and forward non-emergency calls to proper personnel; Act as NEMO’s custodian for all of its assets; Assisting DRO and DRRO in liaising between communities and NEMO in preparedness, response, recovery and planning; Assisting DRO and DRRO in identifying and implement precautionary measures to mitigate against potential hazards..........................25%
- Assisting DRO and DRRO in identifying and implement precautionary measures to mitigate against potential hazards; Assist DRO in preparing, maintaining, and annually reviews of local emergency preparedness plans; Assist DRRO in providing and or arranging for disaster awareness and community education program.........................25%
- Act as the technical focal point for the Marine Advisory Warning Systems and the monthly communications and siren testing.................................20%
- Perform other related duties that may be assigned by the supervisor, Executive Director and Vice President..........................5%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma plus some training with at least five (5) years of work related experience.